

CHAPTER 401

GENERAL PROVISIONS

A. PURPOSE

This Regulation prescribes traffic management policies and procedures applicable to the Department of Defense/United States Coast Guard (DOD/USCG) and non-appropriated fund (NAF) employees for the movement and storage of personal property and mobile homes.

B. POLICY

1. U.S. Transportation Command (USTRANSCOM), in conjunction with the Services and theater commands, will provide technical direction and supervision over all traffic management functions incident to personal property movements within the Defense Transportation System (DTS). Quality service to the member is given primary emphasis in implementation and management of the personal property program.

2. The Transportation Officer (TO) will determine best service in support of the personal property program.

3. Military air and ocean transportation resources, under the control of AMC or MSC, will be used to the maximum extent practicable.

4. The movement of household goods (HHG) by air is subject to the following considerations:

a. Personal property will be airlifted by AMC or commercial air carriers to and from those "hard-lift" areas designated by DOD Components.

b. Personal property shipments may be effected via AMC where Transportation Priority 4 (TP-4) tariff rates are available in other than hard-lift areas.

c. Commercial airlift, acquired directly or as part of an International Through Government Bill of Lading (ITGBL) shipment, may be used when cost effective or if both surface and AMC transportation between other than hard-lift areas do not satisfy the member's shipment requirements.

5. Total personal property program transportation costs will be captured in the automated personal property system and reported to USTRANSCOM annually on fiscal year basis. Costs will be reported for TGBL moves, nontemporary storage (NTS), local drayage, direct procurement method (DPM) contractual services/linehaul, intratheater movements, and Do-It-Yourself-Move (DITY) payments. When shipments are transported via military airlift and sealift, such costs will be included as well. First report is due Dec 99, and annually on 25 Oct

thereafter. Cost data will in turn be provided by USTRANSCOM to the Services and the Assistant Deputy Under Secretary of Defense for Transportation Policy.

6. MTMC components will schedule a personal property staff assistance visit (SAV) for each personal property shipping office (PPSO) within their geographical area of responsibility once every 2 years, with priority given to high volume shipping activities. Supported Personal Property Processing Offices (PPPO) should be included in the SAV, as appropriate. The purpose of the SAV is to assist the PPSO in executing personal property traffic management program initiatives, and evaluate program effectiveness. Visits will be coordinated with the military service headquarters or major command to avoid duplication of effort. A GAO or DOD IG audit conducted within the 2-year period may be substituted for the SAV.

a. SAV dates will be coordinated with the PPSO at least 45 days in advance; followed up in writing with information copies to the appropriate service headquarters or major command.

b. The SAV representative will prepare a report of visit within 30 days following completion of SAV addressed to the PPSO/PPPO's visited, with information copy to the appropriate service headquarters or major command.

7. Change notification to all rate solicitations will be coordinated with the appropriate DOD Components when they affect operations, policy, procedures, and/or affect cost to the program.

8. Any questions concerning the pamphlet on "How to do Business in the Personal Property Program" should be directed to HQ MTMC/MTPP-AQ, Com'l Telephone, (703) 681-3395.

C. INDIVIDUAL MISSION, ROLES, AND RESPONSIBILITIES

Refer to DTR, Part I, Chapter 101, paragraph C.

D. ADDITIONAL RESPONSIBILITIES

1. Installation Commanders shall:

a. Implement this regulation and all program-related directives issued by HQ MTMC.

b. Appoint, in writing, a Transportation Officer (TO). Staff and support installation transportation offices to ensure their effective operation and consider fully the increased work loads experienced during the summer shipping period and other periods of peak demand.

c. Ensure coordination between the installation housing office and TO to prevent unnecessary Storage-In-Transit (SIT) due to housing unavailability.

d. Allow enough time off from duties for members to arrange for the shipment or receipt of personal property.

e. Ensure the member is furnished all published orders in a timely manner.

f. Ensure the member is made aware of all responsibilities and entitlements in the program and provide all services to which the member is entitled.

g. Ensure coordination between the TO and contracting officers concerning the requirements and performance of local program contractors.

2. TO/PPSO shall:

a. Establish areas of operation to encompass their entire area of responsibility, when deemed appropriate, for sound traffic management.

b. Accept or reject carriers' Letters of Intent (LOIs), in accordance with criteria established by HQ MTMC.

c. Determine the qualification of carriers' agents, in accordance with criteria established by HQ MTMC.

d. Maintain a file of carrier rate tariffs and tenders for the installation's area of responsibility.

e. Coordinate with appropriate contracting officers on the negotiation, maintenance, and administration of packing and containerization contracts.

f. Promptly accept and process all applications for the shipment or storage of personal property, regardless of the member's military service affiliation.

g. Counsel members on their entitlements and responsibilities for the movement and storage of their personal property to include domestic TGBL shipments insurance options.

(1) **Basic Valuation Coverage.** This coverage holds the carrier liable for \$1.25 times the net weight each shipment. The carrier's liability is limited to that amount only. There is no additional cost to the member for this coverage.

(2) **Increased Released Valuation.** If shipper determines that the basic coverage is not enough to cover the value of the shipment, he/she may choose to increase the coverage by buying additional protection. Under the following options:

(a) **Option 1 (Higher Released Valuation or Lump Sum Coverage):** An increased value placed on a shipment, by the member, above the \$1.25 times the actual net weight of the shipment. *(Example: Shipper may increase the amount multiplied by the actual*

weight of the shipment, i.e., \$2.00 or \$3.00) There is no maximum limit. The government pays for the basic coverage and the member must pay for the additional amount above the basic coverage.

Note 1: Basic coverage and option 1 is “depreciated value” coverage which ensures each article is covered for its replacement value, less depreciation up to the stated valuation. The weight of an item has no bearing on liability.

(b) Option 2 (Full Replacement Valuation): The member elects this option to buy full replacement value coverage from the carrier, either as a lump sum or by increasing the basic amount from \$1.25 per pound to \$3.50 per pound. (Must be at least \$21,000 or \$3.50 times the actual net weight of the shipment, whichever is greater). This option offers members who may only have a small amount to ship the opportunity to insure their shipment for a “minimum lump sum” of at least \$21,000. *(Example 1: A member with only 5,000 pound shipment who wanted the extra protection of full replacement valuation could “declare” the shipment at a minimum “lump sum” valuation of \$21,000, since the shipment weight (5,000 lbs) times \$3.50 would only be \$17,500.)* The government pays the basic coverage and the shipper must pay for coverage over and beyond that for basic coverage.

Note 2: Coverage under Option 2 is **not** depreciated value coverage. The carrier’s liability is the amount necessary to replace or repair any and all items lost or damaged up to the declared amount. The shipper under this option would be paid the cost to replace any item damaged, lost, or broken beyond repair. Also, under this insurance option, the carrier has the right to repair or replace items instead of paying the shipper for them. The shipper must submit claim (if any) against the carrier before initiating a claim against the government. The carrier is only responsible to pay full replacement up to \$3.50 times the actual shipment weight or \$21,000, whichever is greater. A lump sum in excess of that amount will not be covered as full replacement. *(Example: A shipper with an 18,000 pound shipment would be eligible under Option 2 for “Full Replacement Valuation” at \$63,000 (18,000 lbs x \$3.50). If the shipper wanted to declare a “lump sum valuation” of \$75,000 on his/her property, the carrier would not accept this shipment under Option 2.)* Members may request assistance from any Transportation Office or claims office, if necessary.

A statement on the Personal Property Government Bill of Lading (PPGBL) shall be the reference to valuation of the shipment unless a higher valuation is declared. If a higher valuation is requested by the member, it will be indicated on the DD Form 1299 and on the PPGBL.

The following statements are required for entry on the PPGBL:

(c) For TGBL Domestic Shipments, enter one of the following:

(1) Increased Valuation - “Shipment is released at a declared lump sum value of \$_____ or “Shipment is released at a valuation of \$_____ times the net weight in pounds of the shipment.”

(2) Full Replacement Protection - "Shipment released at full replacement protection of \$3.50 times the net weight in pounds of the shipment or \$21,000, whichever is greater.

h. Establish reasonable required delivery dates (RDDs) based on the member's requirements and other governing elements.

i. Forward a properly prepared and supported DD Form 1299, Application for Shipment and/or Storage of Personal Property, to the responsible TO when transportation, storage, or related services are required outside the installation's area of responsibility.

j. Select the method and mode of shipment and acquire promptly all transportation or storage necessary to fulfill the requirements of the member, according to the policies and procedures established in this regulation.

k. Advise the member or the member's agent of the name of the carrier or warehouse selected and of the dates the necessary packing and related services will be performed before movement or storage of the personal property.

l. Advise the member that container/overflow boxes when used in door-to-door service, will be stuffed at origin residence unless specific exception is authorized by TO or the member.

m. Distribute personal property traffic as prescribed by this regulation.

n. Control, secure, issue and prepare Personal Property Government Bills of Lading (PPGBLs), and submit them to the carrier before the agreed time of pickup.

o. Prepare and distribute Transportation Control and Movement Documents (TCMDs) as required.

p. Prepare and distribute customs documents, as required.

q. Maintain a PPGBL public file for review by carriers. (The PPGBL public file shall be provided quarterly in printout format by HQ MTMC, and shall be retained on file for 12 consecutive months).

r. Trace location of shipment upon request of service member.

s. Prepare and distribute diversion and reconsignment certificates as necessary.

t. Certify on the Statement of Accessorial Services Performed (DD Form 619), the period of time for the SIT facility when a shipment is ordered into and out of SIT. Return a certified copy to the carrier within 10 workdays of receipt.

u. Within the CONUS contact and assist the appropriate Regional Storage Management Office (RSMO) to perform all inspections of carriers agent's local facility once every six months or more depending upon necessity and capability, including checking for damaged or astray personal property shipments. Carriers and agents shall expeditiously report these types of shipments to the TO.

v. Inspect personal property shipments in accordance with the requirements of this regulation.

w. Perform claims inspections, as required, to determine carrier or contractor compliance with tenders of service, tariffs, rate tenders, or contractual obligations.

x. Inspect each mobile home shipment to ensure carriers are in compliance with the terms and conditions of the mobile homes tender of service and applicable tariff and rate tenders.

y. Establish and maintain a performance file for each carrier serving the installation's area of responsibility.

z. Warn or suspend carriers serving the installation's area of responsibility in accordance with the policies and procedures established by this regulation.

aa. Recommend to HQ MTMC, through the MTMC component, or overseas commander, the disqualification of a carrier with full justification.

ab. Inform immediately the local law enforcement agency when claims or other information reflect the loss of firearms from shipments or storage lots of personal property.

ac. If property is lost or damaged as a result of fire, flood, disaster, theft, or a similar type of occurrence while in the control of a carrier or packing and containerization contractor, investigate immediately the geographical area in which the loss or damage occurs to ensure:

(1) Necessary steps are being taken to prevent further loss, or damage.

(2) All shipments lost or damaged are accounted for.

(3) Actual damage is determined.

(4) The origin or destination TO or PPSOs are notified.

(5) Members whose property has been affected are notified of the incident and of the extent of loss or damage incurred.

(6) The appropriate MTMC component is notified in accordance with the requirements of this regulation.

ad. Furnish required statistical data to the Commander, MTMC, through the headquarters of the sponsoring military service. EDI will be used to maximum extent.

ae. Provide HQ MTMC (through the appropriate MTMC component, if applicable) current information relating to the TOs to update the PPCIG.

af. Maintain adequate records of DPM rate and shipment data and furnish such data to HQ MTMC.

ag. Report potential volume movements to HQ MTMC. If international, forward an information copy to the appropriate MTMC overseas component.

ah. Serve as the focal point of contact for the carrier for all personal property shipments originating at the activity, until such time as the shipment is offered for delivery by the carrier to the destination TO.

3. The member shall:

a. Inform the TO, upon receipt of orders or alert notice, of the desired movement date and all other information pertinent to the move.

b. Immediately notify the TO of any change in orders or other information affecting the member's entitlement to ship or store the property.

c. Establish a realistic RDD with the origin TO.

d. Ensure all items of personal property are ready for packing or shipment before the anticipated packing and pickup date.

e. If shipping a POV, deliver the POV to the vehicle processing center (VPC).

f. If shipping a mobile home, ensure the mobile home is road worthy and ready for movement before the pickup date.

g. Be present, or ensure a designated agent is present, during the pickup and delivery of the property.

h. Contact the responsible destination TO immediately upon arrival and provide a contact address and telephone number where the member can be reached to arrange delivery at destination.

i. To preclude unnecessary use of SIT or temporary lodging allowance payments, make arrangements for the acceptance of the property at destination as soon as possible.

j. When in possession of a POF, determine and comply with laws and ordinances concerning firearm ownership or possession in states or localities the member will travel through, be assigned to, or reside in; and obtain necessary authorizations for firearm possession or ownership outlined in Department of the Treasury, ATF Publication 5300.5 and by foreign and domestic government agencies.

k. Notify immediately the local installation law enforcement agency when becoming aware of the loss of firearms from a shipment or storage lot of personal property.

l. Verify the accuracy of all items and information (including damage) on all shipping documents before signing.

m. Verify the accuracy of loss or damage information itemized by the carriers on the inventory and the DD Form 1840 as appropriate.

n. Submit promptly a report on the carrier's performance. (This report is important to the overall evaluation of carrier performance).

o. Furnish the delivering carrier a signed statement when unpacking or debris removal is waived at destination.

p. Retain copies of all current transportation or storage documents.

q. Notify the TO of subsequently noticed loss or damage within 70 days after delivery.

r. Authorize the carrier to dray loose property to the warehouse for containerization of overflow items.

4. Chiefs, TO/PPSO, TO/PPSO, and TO/JPPSO shall:

a. Provide completed documentation for the member's shipment or storage.

b. Select the method and mode of shipment commensurate with the RDD established on the DD Form 1299 received from the Transportation Office (TO) and make necessary arrangements for shipment.

c. Resolve, with the appropriate TO, requests for service that cannot be accomplished.

d. Furnish required statistical data to HQ MTMC, through the headquarters of the sponsoring military service or MTMC component, as required.

e. Provide inbound shipment information for locator action to the TOs served.

f. Accomplish all other traffic management actions required of TOs.

5. Transportation/Personal Property Processing Offices shall:

- a. Interview and counsel members on their entitlements and responsibilities in the program.
- b. Review the member's orders and prepare the DD Form 1299 in accordance with the member's entitlements and requirements. This includes the establishment of a realistic RDD.
- c. Forward the DD Form 1299 and all supporting documentation to include appropriate customs documents to the responsible TO.
- d. Monitor the arrival of newly-assigned personnel and assist the responsible TO, CTO, or JPPSO in arranging for the receipt and delivery of inbound shipments of personal property.
- e. Assist the member in filing a claim for loss or damage through the appropriate TO if there is no claim service available at the facility to which the member is assigned.

6. Terminal Commanders (Air or Water) shall:

- a. Issue letters of warning when shipments are not picked up by port agents at military air or water terminals within the time limits prescribed by the tender of service.
- b. Issue letters of warning to ITGBL carriers when violations of the tender of service are observed.
- c. Report to HQ MTMC, personal property shipping containers observed in transit that are unsatisfactory or are suspected of not meeting DOD specifications.
- d. Issue a Discrepancy in Shipment Report (DISREP) or Discrepancy in Shipment Confirmation (DISCON), as appropriate, when loss or damage is discovered in shipments transiting military air or water terminals.
- e. Issue a certificate showing ocean or aerial port used for all Codes 5 and T shipments.

E. ASSIGNMENT OF GEOGRAPHICAL AREAS OF RESPONSIBILITY

1. This section applies to all DOD-sponsored personal property shipments worldwide, but does not apply to the processing of claims for loss or damage to personal property. For claims procedures, see Chapter 410 of this regulation and regulations of the military service concerned.

2. DOD Components shall:

a. Establish or transfer areas of responsibility in coordination with the Commander, MTMC.

b. Review and coordinate memorandum of understanding with the appropriate military staff agencies' controlling manpower, resources, and funding.

c. Serve as the point of contact for activities and installations under their jurisdiction to resolve problems concerning the assignment of areas of responsibility.

3. TOs (PPSOs/PPPOs) shall:

a. Coordinate through appropriate military service command channels on all matters relating to the assignment of areas of responsibility.

b. Develop and process, through command channels, information required for the preparation and processing of memorandum of understanding.

c. Initiate memorandum of understanding, as required.

4. Geographical areas are established within each state in the Continental United States (CONUS) and Alaska, as well as all overseas areas, except as otherwise designated in the PPCIG.

F. INSTALLATION TRANSFER, ACTIVATION, AND DEACTIVATION PROCEDURES

1. Deactivation or Transfer of an Installation's Assigned Area of Responsibility.

a. When responsibilities are to be transferred from one installation or activity to another, the losing installation or activity will prepare a memorandum of understanding. A joint memorandum of understanding will be executed between the gaining and the losing installation or activity and a copy provided to the Service headquarters. When an agreement cannot be reached at the local level, the matter will be referred to the appropriate Service headquarters.

b. The Service headquarters will notify Headquarters, Military Traffic Management Command (MTMC), when agreements are final concerning the transfer of functional responsibility from one installation to another, the transfer of areas of responsibility, or the activation or deactivation of an installation. The notifications will be timely to allow updating of this regulation and the Personal Property Consignment Instruction Guide (PPCIG) and the establishment of overall operational procedures, i.e., letters of intent (LOIs) and rate programs.

c. All records and files will be transferred from the deactivated installation to the new responsible installation.

d. Interservice and interdepartmental logistic support will follow the basic policies and principles prescribed in DOD policies.

2. Budget and Funding. Each military service is assigned specific areas of responsibility for providing program-related services to all members, regardless of their military service affiliation. Within these areas of responsibility, each military service will provide administrative and operational support to the other military services as a common service. Such common-servicing does not apply to industrial fund activities that provide service only on a seller-buyer basis. In these cases, the direct costs arising from the acquisition of services, including contract storage, PPGBLs, and packing and containerization will be provided on a cross-servicing basis in accordance with regulations of the appropriate military service.

G. PERSONAL PROPERTY COUNSELING

1. Personal Property Counseling Checklist, DD Form 1797 (Figure 401-1).

a. Purpose. DD Form 1797 shall be used as a guide by the counselor during the counseling session. All pertinent items shall be discussed with the member and checked off in the blocks provided. At the conclusion of the counseling session, the form shall be signed by both the member and the counselor, with statements covering any unusual requirements or problem areas initiated by the member and the counselor. A computer generated checklist can be used in lieu of the DD Form 1797.

b. Forms Supply. DD Form 1797 is available through normal publications distribution channels.

c. Distribution. The completed DD Form 1797 shall be distributed as follows:

(1) One signed copy shall be retained in the origin shipment files.

(2) One copy shall be provided to the member.

2. Claims Counseling.

a. The Military Personnel and Civilian Employee's Claim Act is a gratuitous payment statute enacted by Congress to partially compensate a member for personal property that is lost, damaged, or destroyed incident to service.

b. The Act does NOT provide insurance coverage, nor was it intended to replace insurance.

c. Congress instead intended to alleviate some of the hardships of military life by providing fair compensation for certain types of property losses.

d. The Act was never intended to restore damaged property to a better condition than it was in prior to a move.

e. Time limitation for filing claims against the United States Government is 2 years from the date of delivery.

f. Members should be advised not to accept a partial settlement from carriers, as this may denote final payment in some cases.

g. For Army and Air Force, additional claims information may be obtained from the local Staff Judge Advocate (SJA).

3. Restricted/Prohibited Items.

Counselors will ensure that all members are advised of items that cannot be shipped as HHG or UB. Such items are listed as restricted/prohibited items in the Joint Federal Travel Regulations (JFTR)/Joint Travel Regulations (JTR), Personal Property Consignment Instruction Guide (PPCIG), and in applicable DOD Component publications. Examples of hazardous items are listed in Appendix BG to this regulation.

4. Boat Counseling. See Chapter 412, Part B.

5. Shipment of Professional Books, Papers, and Equipment (PBP&E) and (Military Affiliate Radio System (MARS) Equipment as Prescribed in the JFTR (reference (g))). Members are authorized to ship PBP&E and MARS equipment at government expense. The shipment of PBP&E and MARS equipment shall be in the same manner and under the same conditions as other household goods. All items shipped as PBP&E shall be identified by the member and packed separately, and containers shall be marked accordingly. The actual weight of items shipped as PBP&E shall be marked separately on appropriate shipping documents. Entitlement for the shipment of PBP&E must be included in the DD Form 1614, Request and Authorization for DOD Civilian Permanent Duty Travel, for civilian personnel.

6. Shipment of Liquor/Alcoholic Beverages.

a. Domestic Shipments. Members may ship any amounts of liquor/ alcoholic beverages in their personal property shipments subject to the carrier's acceptance of these items in the shipment. (NOTE: Any single container may not exceed 1 gallon capacity.)

b. International Shipments.

(1) Shipments Entering Customs Territory of the United States (CTUS). Liquor/ alcoholic beverages are restricted and may be shipped separate from the rest of the member's personal property. (See DOD 5030.49-R). Government is not responsible for any fee or customs charges and certain charges may or may not be reimbursable.

(2) Shipments From CONUS to Overseas, Intertheater, or Intratheater. Shipment of liquor/alcoholic beverages will be in accordance with the destination country general instructions page in the PPCIG, Volume II. (If there is no specific guidance in the PPCIG on shipment of alcoholic beverages to a particular destination country, the TO will contact the destination transportation office or General Service Officer (GSO) for instructions).

H. APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY, DD FORM 1299

1. General. A separate DD Form 1299 shall be prepared for each shipment a member makes, and the applications shall be numbered 1 of 2, 2 of 2, etc. If the member cannot be present to apply for shipment, the completed DD Form 1299 shall be signed by the member's authorized agent. The member may make a signed written request for shipment which shall be retained in the origin shipment files.

2. Preparation of the DD Form 1299.

a. Each applicable block of the DD Form 1299 (Figure 401-2) will be completed. A permanent contact phone number and address shall be shown in blocks 8.g. and h. The TO, in conjunction with the member, will establish a requested pack, pick up, and delivery dates. Members should not be required to sign a blank DD Form 1299.

b. For the shipment of professional books, papers, and equipment (PBP&E), annotate the estimated weight or the word "None" in the appropriate block.

3. Persons Authorized to Complete and Submit the DD Form 1299 are:

a. The member.

b. Any person acting under a current power of attorney or an informal letter of authority signed by the member.

c. Dependents of:

(1) Army and Air Force Personnel. When a dependent has a travel authorization to or from overseas, the dependent may apply for shipment without the member's power of attorney or letter of authorization provided the shipment is to the member's new duty station or the property is being placed in non-temporary storage (NTS). If the dependent is requesting movement of the property to any other point, the application will be supported by the member's power of attorney or letter of authorization.

(2) Navy, Coast Guard, and Marine Corps Personnel. The dependent may request shipment when all of the following conditions exist: The member is currently assigned to the overseas duty station; concurrent travel of dependents to the overseas duty station was not authorized; the shipment is being made to the member's overseas duty station; the dependent is

in receipt of dependent entry approval or authorization; and the shipment of HHG to the overseas duty station is not prohibited or restricted.

d. Other persons as authorized by the member's DOD Component regulation.

e. A commanding officer of an installation or the commanding officer's designated representative.

f. In cases of the member's death, DD Form 1300 (Report of Casualty), DD Form 2064 (Certificate of Death Overseas), Summary Court Officer Appointment Order, or the Official Bulletin Notice can be used instead of orders as an attachment to the DD Form 1299. Care should be exercised to ensure that the property is shipped to the authorized next of kin or individual legally entitled to receive the property. (See Chapter 410 of this Regulation.)

g. When the DD Form 1299 is prepared by a dependent or agent, the full name, grade, rank or rating, SSAN, and Service of the member will be shown in Block 6. One copy of the power of attorney, the informal letter of authority, or the dependent travel authorization will be retained by the origin TO in the shipment file.

4. Submission of DD Form 1299. Any TO will assist the member in preparing DD Form 1299 regardless of the member's military service affiliation, and submit the DD Form 1299 to the responsible origin PPSO.

I. REQUIRED SUPPORTING DOCUMENTATION

The following documentation is required for shipment:

1. Member's orders or other authority. Copies of the member's orders are not required when shipment is requested using dependent's travel authorization that references the member's orders (including special order number, issuing headquarters, and date of issue).

2. One copy of the DD Form 1797, signed by the member and the counselor.

3. For shipments of firearms, any forms or certificates prescribed by the member's sponsoring DOD Component or other regulatory agency.

4. Copies of power of attorney, time extension certificates, and any other documents required in special cases.

5. Customs documents to effect duty-free clearance of personal property shipments for those areas where specific customs documents are required such as:

a. United Kingdom - DD Form 1434, United Kingdom (UK) Customs Declaration for the Importation of Personal Effects of U.S. Forces/Civilian Personnel on Duty in the UK (Figure 401-3). See PPCIG for preparation instructions.

b. CTUS - DD Form 1252, U.S. Customs Declaration for Personal Property Shipments, Part I (Figure 401-4).

(1) DD Form 1252-1, U.S. Customs Declaration for Personal Property Shipments, Part II (Figure 401-5). Guidance for shipment of privately owned firearms is found in DOD 5030.49-R.

(2) EUCOM Form 30-3, Shippers' Agriculture Inspection Certificate. Applies only to shipments originating within the EUCOM theater.

J. DISTRIBUTION OF THE DD FORM 1299 AND SUPPORTING DOCUMENTS

1. Provide a copy of the DD Form 1299 to the member.
2. Forward the DD Form 1299 and copies of all supporting documents to the responsible TO. Facsimile is acceptable.
3. Retain one signed copy of each document for local files.
4. On all ITGBL shipments from CONUS or Alaska to overseas destinations or between overseas areas, attach the following documents to the original copy of the Personal Property Government Bill of Lading (PPGBL) and give those documents to the carrier for customs clearance:
 - a. Clearance forms required by the host government.
 - b. A copy of DD Form 1299.
 - c. A copy of member's PCS or TDY/TAD orders.
5. On all ITGBL shipments from overseas areas to the CTUS attach the following documents to the original copy of the PPGBL, and provide these documents to the carrier for customs clearance:
 - a. A copy of DD Form 1252 or 1252-1 and EUCOM Form 30-3, if applicable.
 - b. A copy of DD Form 1299.
 - c. A copy of member's PCS or TDY/TAD orders.
6. On all international contract-procured shipments provide the contractor with a copy of DD Form 1299, member's orders, any required customs documents, and a water-proof pouch. Provide the out-loading terminal a copy of the DD Form 1299, the member's orders, and all required customs documents.

K. RECOMMENDATIONS FOR IMPROVEMENT

Users are encouraged to recommend changes that will improve procedures. Each proposed change to this regulation shall be forwarded through command channels to staff representatives of the respective military service to U.S. Transportation Command/TCJ4-LTP, 508 Scott Drive, Scott AFB IL 62225-5357.

Army

HQ Department of the Army
Attn: DALO-TSP
500 Army Pentagon
Washington DC 20310-0500

Navy

Commander
Naval Supply Systems Command (053)
Department of the Navy
Mechanicsburg PA 17055-0791

Air Force

Director of Transportation
Headquarters, U.S. Air Force
Attn: USAF/ILTT
Washington DC 20330-5130

Marine Corps

Commandant of the Marine Corps (LFT-4)
Headquarters, U.S. Marine Corps
2 Navy Annex
Washington DC 20380-1775

Coast Guard

Commandant (G-WPM-2)
U.S. Coast Guard
2100 Second Street SW
Washington DC 20593-0001

L. PERSONAL PROPERTY SHIPPING OFFICE (PPSO) REQUIRED REGULATIONS

Appendix BI contains a list of publications considered essential for a successful program at a personal property shipping office. PPSO requirements for these publications shall be submitted through their established publications distribution channels.

M. FORMS SUPPLY

Any reference to forms in this part applies to the specific form discussed or an authorized automated version. Unless otherwise specifically stated, all forms discussed in this regulation are available through normal forms supply channels and/or generated in the personal property automated system.

N. TRANSPORTATION MANAGEMENT ADVISORY (TMA)

TMA's will be provided to each TO by MTMC/MTPP and, upon receipt, should be filed in Appendix BO of this regulation until canceled or superseded.

PERSONAL PROPERTY COUNSELING CHECKLIST		
PRIVACY ACT STATEMENT		
AUTHORITY: 37 USC 406; 5 USC 5726; and EO. 9397.		
PRINCIPAL PURPOSE(S): Primary purpose is to ensure the member, dependent, and government employee has been briefed properly on the movement of their personal property within the Defense Transportation System. Information collected in this system may also be used in determining validity of claims for damage and improper shipments and any third party responsibility.		
ROUTINE USE(S): Information contained in this system of records may be provided to a carrier, for the purpose of helping to resolve or adjudicate claims brought by Defense Transportation System users.		
DISCLOSURE: Voluntary; however, failure to provide the requested information may delay settlement of a claim.		
1. NAME (Last, First, Middle Initial)	2. SOCIAL SECURITY NUMBER	3. GRADE/RANK/RATING
4. ISSUING AUTHORITY	5. ORDER NUMBER AND PARAGRAPH	6. DATE (YYYYMMDD)
7. CHECKLIST (Record special instructions on back)		
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> PART I - HOUSEHOLD GOODS </div> <div style="width: 48%;"> PART II - UNACCOMPANIED BAGGAGE (Continued) </div> </div>		
(1) Entitlements under the order described above (number of shipments, authorized destination, etc.)	(7) Items of extraordinary value.	
(2) Weight allowances: PCS _____ TDY _____	(8) Whom to contact in the event of loss or damage.	
(3) Weight restriction at new duty station, if any.	(9) VIP - Very Important Papers (the importance of documentation).	
(4) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).	(10) Member's responsibility to complete and turn in quality control form.	
(5) Pickup date and required delivery date as determined by requirements of the member: PUD _____ RDD _____	(11) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).	
(6) Mode/method of shipment, including name of carrier if known.	(12) Unauthorized items and disposal of useless items.	
(7) Unauthorized items and disposal of useless items.	(13) Professional books, papers, and equipment.	
(8) Professional books, papers, and equipment.	(14) Member's responsibility to contact the destination ITO <u>immediately</u> upon arrival to give a point of contact for the ITO when property arrives.	
(9) Member's responsibility to prepare and submit a complete DD Form 1701, Inventory of Household Goods.	(15) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.	
PART III - NONTEMPORARY STORAGE		
(10) Servicing/deservicing appliances.	(1) Entitlements under this order, special services, etc.	
(11) Temporary storage (contractual or intransit).	(2) Included as part of HHG weight allowance when stored at Government expense.	
(12) Checking inventory at origin and destination, noting discrepancies on reverse of PFGBL, DD Form 619, and carrier's inventory prior to signing and report them to ITO.	(3) Where stored and for how long.	
(13) Checking DD Form 619 prepared by carrier at origin for complete accuracy of information recorded thereon.	(4) Pickup date.	
(14) Member's responsibility to sign delivery documents and release them to carrier immediately upon delivery of property and completion of delivery services and annotation of discrepancies.	(5) Appliance servicing.	
(15) Member's responsibility to contact the destination ITO <u>immediately</u> upon arrival to give a point of contact for the ITO when property arrives.	(6) Checking inventory at time of pickup.	
(16) Member's responsibility to contact origin and destination ITOs if there is any change in orders or there are other factors that could affect delivery of the shipment.	(7) What documentation given to member and its importance to him.	
(17) Extra pickup or delivery charges, when applicable.	(8) Items of extraordinary value, excess weight/cost.	
(18) Procedure to designate agent to release property or accept property in absence of member and use of Power of Attorney or informal letter of authority.	(9) Member's responsibility to reimburse the Government for any excess costs occasioned by this/these shipment(s).	
(19) What documentation given to member and its importance to him.	(10) Unauthorized items and disposal of useless items.	
(20) Member's responsibility to complete and turn in quality control form.	(11) Professional books, papers and equipment.	
(21) Member's responsibility to ensure PP items are free of soil/pest infestation.	(12) Member's responsibility to contact the destination ITO <u>immediately</u> upon arrival to give a point of contact for the ITO when property arrives.	
PART IV - HOUSE TRAILERS/MOBILE HOMES		
(1) Entitlements under this order, limitations, possible costs.		
(2) Services authorized at Government expense and those billed to member.		
(3) Responsibility of member to get trailer ready for movement.		
(4) Inventory and contents of trailer. Items that cannot remain in trailer.		
(5) Pickup and delivery dates.		
(6) Intransit storage and probability of excess costs.		
(7) Carrier and Government liability.		
(8) What documentation given to member and its importance to him.		
(9) Responsibility to promptly submit quality control information.		
PART II - UNACCOMPANIED BAGGAGE		
(1) Included as part of HHG weight allowance when shipped at Government expense.		
(2) Weight allowances: Member _____ Dependents _____		
(3) What can be shipped as unaccompanied baggage.		
(4) Pickup and delivery dates.		
(5) Preparation - Copy of Orders in each container just before closing it.		
(6) How and by whom shipped.		

DD FORM 1797, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

WHS/DIOR, Oct 98

Figure 401-1. DD Form 1797, Personal Property Counseling Checklist.

7. CHECKLIST (Continued)			
PART V - PRIVATELY OWNED VEHICLES (POV)		PART VI - WEAPONS AND AMMUNITION	
(1) Does vehicle qualify as a POV.		(1) Limitations and restrictions of country to which assigned.	
(2) Authorizations, restrictions, special Host Government requirements.		(2) US Government requirements and restrictions applicable for import.	
(3) Applicable port of embarkation and debarkation; alternates if needed.		(3) Special forms and procedures; responsibilities of carriers, etc.	
(4) Preparation of POV prior to delivery to port.		PART VII - LIABILITY, CLAIMS, PROTECTION	
(5) Application and other documents required; Power of Attorney if		(1) Carrier, storage firm and Government liability for loss or damage.	
(6) Excess costs, when applicable; oversize; excess distance.		(2) Carrier and Government liability for mobile home. Liability for repairs enroute.	
(7) Checking inventory of items left in POV; origin and destination.		(3) Carrier and Government liability for POV.	
(8) Secure lien holder's permission if required.		(4) Limitations on Government liability.	
(9) Responsibility to provide Port of Debarkation proper address where notification of arrival can be sent; period POV can remain at port.		(5) Importance of documentation - accurate inventory exception on delivery, etc.	
(10) Joint inspection of POV at time of delivery and pickup.		(6) Valuation of items of extraordinary value - substantial value.	
(11) Licensing and insurance requirements of state or overseas country.		(7) Whom to see at destination in the event of loss or damage.	
(12) Foreign manufactured POVs.			
(13) Delivery of POV to port by agent; special requirements for.			
8. SPECIAL INSTRUCTIONS			
9. CONFIRMATION OF COUNSELING			
I understand that if I elect to ship any household goods at Government expense to a designated location when the waiting period for any type of housing at or in the vicinity of the overseas duty station is less than 20 weeks (as determined by the overseas commander), all entitlement to further shipment of such property at government expense will be exhausted until such time as I receive subsequent PCS orders returning me to CONUS or assigning me to another overseas duty station.			
a. I HAVE BEEN BRIEFED RELATIVE TO THE DISPOSITION OF MY PERSONAL PROPERTY AS FOLLOWS:			
(X) YES	NO	(X) YES	NO
(1) HOUSEHOLD GOODS		(6) MOBILE HOMES (\$150.00 limitation on repairs enroute)	
(2) NONTEMPORARY STORAGE		(7) WEAPONS AND AMMUNITION	
(3) PRIVATELY OWNED VEHICLES		(8) I HAVE BEEN FURNISHED A COPY OF THE PERSONAL PROPERTY SHIPPING INFORMATION PAMPHLET.	
(4) LOSS AND DAMAGE			
(5) UNACCOMPANIED BAGGAGE			
b. SIGNATURE OF COUNSELOR		c. SIGNATURE OF MEMBER/DEPENDENT/AGENT	d. DATE (YYYYMMDD)

DD FORM 1797 (BACK), SEP 1998

Figure 401-1 (Cont'). DD Form 1797, Personal Property Counseling Checklist (Reverse).

APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY <small>(Read Privacy Act Statement on back before completing form.)</small>		1. DATE PREPARED (YYYYMMDD)		2. SHIPMENT NUMBER	
3. NAME OF PREPARING OFFICE		4. TO (Responsible Origin Personal Property Shipping Office)			
		a. NAME			
5. NAME OF DESTINATION PERSONAL PROPERTY SHIPPING OFFICE		b. ADDRESS (Street, Suite Number, City, State, ZIP Code)			
6. MEMBER OR EMPLOYEE INFORMATION					
a. NAME (Last, First, Middle Initial)		b. RANK/GRADE	c. SSN	d. AGENCY	
7. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:					
a. HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE/ITEMS/NO. OF CONTAINERS (Enter quantity estimate)					
(1) POUNDS		(2) POUNDS OF PROFESSIONAL BOOKS, PAPERS, AND EQUIPMENT (PBP&E) (Enter "NONE" if not applicable)		(3) EXPENSIVE AND VALUABLE ITEMS (Number of cartons)	
b. MOBILE HOME INFORMATION (Enter dimensions in feet and inches)					
(1) SERIAL NUMBER		(2) LENGTH	(3) WIDTH	(4) HEIGHT	(5) TYPE EXPANDO (Describe)
c. MOBILE HOME SERVICES REQUESTED (X as applicable)					
<input type="checkbox"/> CONTENTS PACKED <input type="checkbox"/> MOBILE HOME BLOCKED <input type="checkbox"/> MOBILE HOME UNBLOCKED <input type="checkbox"/> STORED AT ORIGIN <input type="checkbox"/> STORED AT DESTINATION					
8. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO THE FOLLOWING CHANGE OF STATION ORDERS:					
a. TYPE ORDERS (X one)		b. ISSUED BY		c. NEW DUTY ASSIGNMENT	
<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY					
d. DATE OF ORDERS (YYYYMMDD)		e. ORDERS NUMBER	f. PARAGRAPH NO.	g. IN TRANSIT TELEPHONE NO. (Include Area Code)	
h. IN TRANSIT ADDRESS (Street, Apartment Number, City, State, ZIP Code)					
9. PICKUP (ORIGIN) INFORMATION			10. DESTINATION INFORMATION		
a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <small>(If a mobile home park, include mobile home court name)</small>			a. ADDRESS (Street, Apartment Number, City, County, State, ZIP Code) <small>(If a mobile home park, include mobile home court name)</small>		
b. TELEPHONE NUMBER (Include Area Code)			b. AGENT DESIGNATED TO RECEIVE PROPERTY		
11. EXTRA PICKUP/DELIVERY ADDRESS (If applicable)			12. SCHEDULED DATE FOR (YYYYMMDD)		
			a. PACK	b. PICKUP	c. DELIVERY
13. REMARKS					
14. I CERTIFY THAT NO OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE HAVE BEEN MADE UNDER THESE ORDERS EXCEPT AS INDICATED BELOW (If none, indicate "NONE.")					
a. FROM		b. TO		c. NET POUNDS (Actual or estimated)	d. POUNDS OF PBP&E (Actual or estimated)
15. CERTIFICATION OF SHIPMENT RESPONSIBILITIES/STORAGE CONDITIONS I certify that I have read and understand my shipping responsibilities and storage conditions printed on the back side of this form.					
a. SIGNATURE OF MEMBER/EMPLOYEE		b. DATE SIGNED	c. ADDRESS OF CONTRACTOR (Street, Suite No., City, State, ZIP Code)		
d. NAME OF CONTRACTOR (Origin DPM or non-temporary storage)					
16. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE. Property is baggage, household goods, mobile home, and/or professional books, papers and equipment authorized to be shipped at government expense.					
a. REASON FOR NONAVAILABILITY OF SIGNATURE			b. CERTIFIED BY (Signature)		
			c. TITLE		

DD FORM 1299, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE

WHB/DIOR, Oct 98

Figure 401-2. DD Form 1299, Application for Shipment and/or Storage of Personal Property.

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 406, 5 USC 5726; and E.O. 9397.

PRINCIPAL PURPOSE(S): Primarily used for evaluating requests submitted by Service members and eligible individuals for shipment and/or storage of personal property. Also used to prepare the Government bill of lading and other shipping documents (as applicable) to move the personal property. Used by the Finance Office for collection from the member in case goods to be shipped exceed Government entitlement limits.

ROUTINE USE(S): DD Form 1299 is provided to commercial carriers and shipping agents as the official shipping and storage order.

DISCLOSURE: Voluntary; however, failure to provide the requested information may delay shipping dates and impede storage arrangements.

CERTIFICATION OF SHIPMENT RESPONSIBILITIES

In consideration of said household goods or mobile homes being shipped at Government expense, I hereby agree that:

1. This shipment/storage lot consists of my property or the property awarded to my ex-spouse incident to a divorce which was acquired by me prior to the effective date of my orders.
2. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination.
3. I will remit the proper amount or consent to the collection from my pay as may be necessary to cover all excess costs occasioned by this shipment.

4. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.

5. I understand that transportation of my mobile home and shipment of baggage and household goods within the United States are provided in Chapter 10, JTR.

6. I understand the Government will not be responsible for goods remaining in storage after the expiration of the authorized period.

7. Professional books, papers and equipment are or were necessary in the performance of official duties.

CONDITION FOR STORAGE

In consideration of said household goods being stored at Government expense, I hereby agree as follows:

1. I will notify the transportation office responsible for storing my nontemporary storage account of any changes in my storage entitlement.
2. The Government is authorized to enter into any agreement and to do all acts and things which may be convenient or necessary to store the household goods. Storage of the household goods is furnished subject to such applicable laws and regulations as are now or may hereafter be in effect.
3. The Government may store the household goods in Government facilities or in commercial storage under a Government contract.
4. The Government may move or transfer by any appropriate means the household goods from their present location to Government or commercial storage facilities and from such facilities to an appropriate destination upon termination of storage.
5. When the household goods are stored in Government facilities and the authorized period for storage at Government expense expires, the Government may require me to remove the household goods from their place of storage. In the event, after 30 days notice, I fail to remove the

household goods, or if, after diligent effort, notice to me cannot be effected, the Government may proceed as follows: (a) place and store the household goods in commercial storage at my expense, or (b) if a commercial warehouse will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.

6. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense.

7. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period of which storage at Government expense is authorized.

8. Government contracts for the storage of household goods limit the liability of the warehouseperson to \$50 per article or package as listed on the warehouse receipt. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.

DD FORM 1299 (BACK), SEP 1998

Figure 401-2 (Cont'). DD Form 1299, Application for Shipment and/or Storage of Personal Property (Reverse).

UNITED KINGDOM (UK) CUSTOMS DECLARATION FOR THE IMPORTATION OF PERSONAL EFFECTS OF U.S. FORCES/CIVILIAN PERSONNEL ON DUTY IN THE UK		
1. MEMBER		2. DATE PREPARED (YYYYMMDD)
a. TYPED OR PRINTED NAME (Last, First, Middle Initial)	b. RANK OR GRADE	
3. ORIGIN TRANSPORTATION OFFICE		4. UK DUTY STATION AND ORGANIZATION
5. DECLARATIONS Before completing this form, review PPCIG, Vol. II, General Instructions, United Kingdom and the listing of prohibited and restricted items on the reverse of this form. <i>(X the appropriate boxes below.)</i>		
WARNING: Severe penalties can be imposed for false declarations.		
a. THIS IS A: <input type="checkbox"/> HOUSEHOLD GOODS SHIPMENT <input type="checkbox"/> UNACCOMPANIED BAGGAGE SHIPMENT		
b. DOES THIS SHIPMENT CONTAIN WEAPONS OF ANY KIND? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DETAIL ALL WEAPONS HERE.		
c. DOES THIS SHIPMENT CONTAIN ANY ITEMS THAT FALL WITHIN THE LIST OF RESTRICTED ITEMS (Listed on back)? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, GIVE DETAILS HERE.		
d. X THIS BOX IF THIS SHIPMENT CONTAINS A MOTORCYCLE/MOPED		
e. I, the undersigned, ordered to duty in the United Kingdom in service of U.S. Forces, hereby declare that the goods imported into the UK are my personal property and are for myself and my family only. In consideration of the fact that the goods are being accorded admission free of customs charges, I agree not to dispose of them to non-members of the U.S. Forces while I remain in the United Kingdom. I have been fully briefed on the completion of DD Form 1434 and have read the notes on the reverse of this form. The declarations made by me are to the best of my knowledge true and correct.		
(1) TYPED OR PRINTED NAME (Last, First, Middle Initial)	(2) RANK OR GRADE	(3) SIGNATURE

DD FORM 1434, AUG 1998 (EG)

PREVIOUS EDITION IS OBSOLETE

Designed using Perform Pro, WMS/DIOR, Aug 98

Figure 401-3. DD Form 1434, UK Customs Declaration for the Importation of Personal Effects of U.S. Forces/Civilian Personnel on Duty in the UK.

PROHIBITED ITEMS:

These items cannot be shipped into the UK. Do not include these items in your shipment.

- a. Controlled Drugs - includes opium, heroin, morphine, cocaine, cannabis, amphetamines, and lysergic acid (LSD).
- b. Weapons - Licenses are not obtainable for these weapons in the UK (see PPCIG, Vol. II, General Instructions - United Kingdom for permitted firearms). All prohibited weapons are seized and destroyed by Her Majesty's Customs and Excise (HMCE) officials. Prohibited weapons include:
 - (1) Mace and tear gas.
 - (2) Flick (switchblade) knives, butterfly knives, sword sticks, knuckle dusters, telescopic truncheons and some types of martial arts equipment.
 - (3) All handguns (pistols/revolvers). NOTE: Possession of handguns is an offense punishable by a lengthy prison sentence.
 - (4) Burst fire weapons (includes fully automatic firearms).
 - (5) Self-loading (includes semi-automatic firearms).
 - (6) Pump action rifles (except those chambered for .22 RIM fire ammunition).
 - (7) Repeating shotguns with a barrel less than 24 inches or overall length less than 40 inches (combat type shotguns).
 - (8) Any firearm disguised as another object (e.g., walking stick or umbrella shotguns, air canes, pen pistols, and belt buckle pistols).
 - (9) Stun guns.
- c. Ammunition and explosives; includes fireworks.
- d. Meat, poultry, and animal products (whether cooked or not), including ham, bacon, sausage pate, eggs and milk.
- e. Plants, parts thereof, and plant produce including trees and shrubs, potatoes, and certain other vegetables, fruit, bulbs, and seeds.
- f. Counterfeit coins and bank notes.
- g. Sexually explicit material - for material to be considered sexually explicit and within the prohibition it must clearly show sex acts taking place (i.e., penetration or oral contact with the genitals must be clearly shown). Simulated scenes where the point of penetration etc. is not in camera view are not considered obscene. In more unusual areas, such as bondage or sado-masochism, key factor would be tying up in unnatural positions, the use of gags, and the depiction of violence in a sexual context (e.g., graphic torture and rape). The restriction applies to all mediums (videotapes, magazines, cinematographic films, computer disk, CD ROM, laser disk, etc.).

h. Material depicting violence - This must be visually explicit to bring it within the prohibition. Shipments containing articles portraying excessive violence against humans and animals such as scenes of decapitation, excision of limbs, gouging of eyes, cannibalism, garroting, torture, and dog fighting may not be imported. In general terms, scenes of mutilation are considered to fall within the prohibition. In particular, graphic scenes of violence against women also fall within the scope. Comparisons should not be made with scenes shown at the movie theater. The criteria applied to films for presentation in movie theaters is not as strict as for video material where access by children cannot be effectively controlled. The restriction applies to all mediums (video tapes, magazines, cinematographic films, computer disk, CD ROM, laser disk, etc.).

i. Radio transmitters.

RESTRICTED ITEMS:

These items should not be shipped without consulting the appropriate UK agency listed in the PPCIG General Instruction pages, or HQ 3AF/LGTT for further details.

- a. All firearms not listed in the prohibited category (see PPCIG, Vol. II, General Instructions, United Kingdom).
- b. Gas pistols, BB pistols, and similar weapons.
- c. Wood with bark attached.
- d. Most animal and bird articles derived from rare species whether alive or dead (stuffed), including fur skins, ivory, reptile leather, and goods made from them.
- e. Wildlife trophies - (deer antlers, moose racks, elk horns, etc.). Prior to shipment of these items in the restricted category personnel should contact the Department of Environment, Wildlife Conservation, Licensing Section, Tollgate House, Houlton Street, Bristol BS2 9DJ, United Kingdom, for permission to import these items. Failure to do so could delay clearance of the shipment on arrival. (NOTE: the term stuffed animals in the UK means wildlife trophies. Ensure the carrier annotates stuffed toys on the inventory as stuffed toys instead of stuffed animals to avoid shipment being delayed while UK customs inspect the items).

To obtain further information on prohibited or restricted items, please write HMCE, Alexandra Dock, Kings Lynn, Norfolk PE30 2ET, United Kingdom, or fax 011-44-1553-767140.

DD FORM 1434 (BACK), AUG 1998

Figure 401-3. DD Form 1434, UK Customs Declaration for the Importation of Personal Effects of U.S. Forces/Civilian Personal on Duty in the UK (Back).

US CUSTOMS DECLARATION FOR PERSONAL PROPERTY SHIPMENTS		WARNING: Any false statement or willful omission herein subjects the shipment to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution.		CUSTOMS DECLARATION NUMBER	
DATA REQUIRED BY THE PRIVACY ACT OF 1974					
AUTHORITY: 19 U.S.C. 1498 PRINCIPAL PURPOSE: To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner customs declaration for type of shipment and reason for shipment. Section B - Military Customs Inspector certifies that property has been inspected/examined and provides customs Inspector's stamp.					
ROUTINE USES: (1) Use of your Social Security Number is proof of identification that person processing through Customs is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which Customs fees are due, are found in shipment. (2) Origin transportation officer and military customs inspector retain copies as proof that shipment has been properly processed. Copies are destroyed when no longer required.					
DISCLOSURE: DISCLOSURE OF YOUR SSN IS VOLUNTARY. HOWEVER, FAILURE TO PROVIDE YOUR SSN AND OTHER REQUESTED PERSONAL INFORMATION MAY CAUSE DELAY IN PROCESSING THROUGH CUSTOMS, PENDING POSITIVE IDENTIFICATION.					
PART 1 - HOUSEHOLD GOODS, UNACCOMPANIED BAGGAGE, AND PRIVATELY OWNED VEHICLES					
TO: (Overseas POB/APOE)			FROM: (Military customs inspector)		
SECTION A - OWNER'S CUSTOMS DECLARATION					
LAST NAME - FIRST NAME - INITIALS: (Printer type)			GRADE		SOCIAL SECURITY NUMBER
UNIT ADDRESS: (Include APO number)			ADDRESS IN US: (Include ZIP Code)		
1. DECLARATION FOR: (Indicate by check of appropriate item) (Attach copy of orders) <input type="checkbox"/> HOUSEHOLD GOODS <input type="checkbox"/> UNACCOMPANIED BAGGAGE <input type="checkbox"/> PRIVATELY OWNED VEHICLE					
2. I DECLARE THAT: (1) All items in this shipment to the United States consist only of personal property for my personal use or the use of members of my family who have been residing with me; (2) The shipment contains no prohibited items; (3) Any articles which are (a) Restricted or (b) In excess of the quantities entitled to free entry under the law and regulations thereunder are listed and identified as such in the remarks space below (with the cost or fair value, if not obtained by purchase, given for those not entitled to free entry) or if there are none, I have written the words "No Exceptions," in that space; (4) None of the items is to be taken or shipped to the United States as an accommodation for others or for sale, barter, or exchange; (5) This declaration is made for me and for members of my family; (6) Total quantities of alcohol beverages and cigars included in this and other sets of customs declaration forms: Alcohol beverages (State number) Cigars (State number) ; and (7) I have been serving overseas under competent US Government orders and was: (Check appropriate item below)					
<input type="checkbox"/> a. Assigned to permanent duty overseas					
<input type="checkbox"/> b. Required to perform temporary duty overseas for 140 days or more					
<input type="checkbox"/> c. Assigned to temporary duty overseas under orders which intended the duration to be 140 days or more					
<input type="checkbox"/> d. Directed from one overseas duty station to another overseas duty station and return of my personal property to the United States has been approved as indicated in supplemental instructions to orders					
<input type="checkbox"/> e. Directed to evacuate myself, family, or personal property to the United States					
<input type="checkbox"/> f. Directed to ship personal property in advance of the issuance of travel orders					
THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATIONS 5080.49R AND OVERSEAS INSTRUCTIONS					
DATE			SIGNATURE OF OWNER		
SECTION B - MILITARY CUSTOMS INSPECTOR'S CERTIFICATE					
I CERTIFY THAT: (1) I have <input type="checkbox"/> inspected <input type="checkbox"/> examined the personal property in (State number) outer container(s) or vehicle covered by this certificate and have read the above statements which, to the best of my knowledge and belief, are true; (2) No unauthorized Government property is contained in the shipment; (3) Regulations relative to quantities, disinfection, keys, labeling, or tagging, and certificates have been complied with; and (4) the property in the shipment is being forwarded to the United States pursuant to competent US Government orders which I have examined and the correct item namely a, b, c, d, e, or f is checked above. Serial numbers of seal(s) (Give numbers) affixed to container(s).					
MILITARY CUSTOMS INSPECTOR'S STAMP			LAST NAME - FIRST NAME - INITIALS		GRADE
SIGNATURE OF MILITARY CUSTOMS INSPECTOR			DATE		DATE
			DATE		DATE
REMARKS: (Indicate (a) Reason for absence of owner's signature if not shown. (b) Kind, quantity and disposition of article withdrawn from shipment. (c) Prohibited, restricted or apparently dutiable articles remaining in shipment and location (container number): ALSO, draw a diagonal line across face of form.)			THIS COLUMN IS FOR USE OF US CUSTOMS OFFICERS ONLY		
SECTION C - OVERSEAS PORT SHIPMENT DATA					
NAME OF OWNER			VOID CHECK NUMBER		

DD Form 1252, APR 77 (EG)

REPLACES DD FORM 1252, 1 OCT 72, AND DD FORM 1252 (PAS), 26 SEP 75, WHICH ARE OBSOLETE

Designed using Performance Plus, VHS/DCR, Sep 84

Figure 401-4. DD Form 1252, U.S. Customs Declaration for Personal Property Shipments.

US CUSTOMS DECLARATION FOR PERSONAL PROPERTY SHIPMENTS	WARNING: Any false statement or willful omission herein subjects the shipper to seizure and forfeiture or any person involved to a penalty equal to its value as well as to criminal prosecution.	CLERK'S DECLARATION (For Licensing Office Use)
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: 19 U.S.C. 1498. PRINCIPAL PURPOSE: To declare shipments of household goods, unaccompanied baggage, and privately owned vehicles for which free entry is claimed. Section A - Owner customs declaration for type of shipment and reason for shipment. Section B - Military Customs Inspector certifies that property has been inspected/examined and provides Customs Inspector's stamp. ROUTINE USES: (1) Use of your Social Security Number is proof of identification that person processing through Customs is not an impostor and also assists in criminal prosecution if contraband or undeclared articles, for which Customs fees are due, are found in shipment. (2) Origin transportation officer and military customs inspector retain copies as proof that shipment has been properly processed. Copies are destroyed when no longer required. DISCLOSED: DISCLOSURE OF YOUR SSN IS VOLUNTARY. HOWEVER, FAILURE TO PROVIDE YOUR SSN AND OTHER REQUESTED PERSONAL INFORMATION MAY CAUSE DELAY IN PROCESSING THROUGH CUSTOMS, PENDING POSITIVE IDENTIFICATION.		
PART II - FIREARMS AND AMMUNITION		
TO: (Overseas POE/APOE)		FROM: (Military customs inspector)
SECTION D - OWNERS CUSTOMS DECLARATION (Attach copy of orders)		
LAST NAME - FIRST NAME - MIDDLE INITIAL (Print or type)		GRADE
		SOCIAL SECURITY NUMBER
UNIT ADDRESS OVERSEAS (Include APO number)		ADDRESS IN UNITED STATES (Include ZIP Code)
1. I DECLARE THAT: (1) All items in this shipment to the United States consist only of privately owned firearms and ammunition for my personal use. (2) The shipment contains (a) No surplus military firearm except as indicated in 2 below. (b) No prohibited firearm. (c) The firearms are generally recognized as particularly suitable for sporting purposes as determined by the Department of Treasury or as indicated in 2 below. I <input type="checkbox"/> have <input type="checkbox"/> have not been serving overseas under US Government orders and am traveling under orders for (or to): (Check appropriate item below)		
a. TDY or PCS to the United States or enroute to another overseas duty station b. PCS to the United States from Overseas c. PCS from overseas to a restricted overseas area where firearms are prohibited and personal property is being returned to the US d. PCS to the US from a permanent duty station abroad to a permanent duty station in the United States or for release from active duty (separation or retirement) e. PCS from a combat area or a combat zone to the United States f. TDY to the United States from overseas g. TDY or PCS to the United States from overseas		
COMPLETE APPROPRIATE CERTIFICATE OR DECLARATION BELOW		
2. DECLARATION CONCERNING IMPORTATION OF FIREARMS OR AMMUNITION PREVIOUSLY TAKEN OUT OF THE UNITED STATES Under penalty of perjury I hereby declare that my present address is _____ and that I departed from the United States (including possessions thereof) at _____ (Place of exit) on or about _____ (Date) and took with me as part of my personal property, the firearm(s) and ammunition which I previously possessed in the United States. Indicate as code "A" in description below.		
3. CERTIFICATION UNDER REVENUE RULING 68-307, Applicable for Rifles/Shotguns/Ammunition when qualified. See provisions on return. Under the penalties of perjury I hereby declare that I now am or have been on active duty outside the United States within 60 days immediately preceding this importation; that I am returning to the United States from a permanent overseas duty station; that the transportation to and the receipt and possession by me at my place of residence or new permanent duty station located at _____ (City) _____ (State) of the firearm(s) and/or ammunition described on the attached ATF Form 6A (Firearms) would not constitute any violation of Title I, State Firearms Control Assistance (U.S.C., Title 18, Chapter 44), or Title VII, Unlawful Possession or Receipt of Firearms (82 Stat. 236) of the Omnibus Crime Control and Safe Streets Act of 1968 (82 Stat. 197) or Section 414 of the Mutual Security Act of 1954 (78 Stat. 848) or any applicable state law or published ordinance. (A Release and Receipt of Imported Firearms (ATF Form 6A) (Firearms) will be attached). Indicate as code "B" in description below.		
4. FIREARMS OR AMMUNITION ACQUIRED DIRECTLY FROM A LICENSED US FIREARMS DEALER OR THROUGH AN AUTHORIZED RIFLE AND GUN CLUB OR THROUGH MILITARY EXCHANGE SERVICES SPECIFICALLY FOR THE MEMBER. Indicate as code "C" in description below. Evidence of such acquisitions will be attached.		
5. FIREARMS OR AMMUNITION ACQUIRED OVERSEAS OTHER THAN AS INDICATED IN 3 OR 4 ABOVE. An approved Import Permit (ATF Form 6) (Firearms) Part II and Release and Receipt of Imported Firearms (ATF Form 6A) (Firearms) should be attached if available. If not, indicate as code "D" in description below.		
6. DESCRIPTION OF FIREARMS OR AMMUNITION (List additional firearms/ammunition in Remarks, on reverse)		
a. FIREARMS		
ITEM	CODE	MANUFACTURER
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
b. AMMUNITION		
ITEM	CODE	TYPE
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
THE STATEMENTS ABOVE ARE MADE WITH FULL KNOWLEDGE OF THE APPLICABLE PROVISIONS OF DOD REGULATION 530.49R AND OVERSEAS INSTRUCTIONS		
SIGNATURE OF OWNER		DATE

CHAPTER 402

HOUSEHOLD GOODS AND UNACCOMPANIED BAGGAGE

A. PURPOSE

This chapter provides guidance and establishes procedures for the worldwide shipment of HHG and UB.

B. CARRIER PARTICIPATION IN DOD THROUGH GOVERNMENT BILL OF LADING (TGBL) TRAFFIC

1. To participate in TGBL HHG or UB traffic, the carrier shall meet, or exceed, all requirements of the tender of service in Appendix AZ, the "How to Do Business in the Department of Defense Personal Property Program" pamphlet, MTMC Pam 55-4, and the appropriate rate solicitation.

2. Carriers interested in participating in the DOD Personal Property Program should contact: HQ MTMC, 5611 Columbia Pike, Falls Church, VA 22041-5050 (ATTN: MTOP-JFR).

C. EQUAL OPPORTUNITY TO COMPETE

All carriers qualified to participate in the movement of DOD-sponsored personal property shipments shall be given an equal opportunity to compete. The extent a qualified carrier will participate in DOD traffic shall depend on the following:

- a. The geographic areas served by the carrier.
- b. The capability of the carrier's agent's facilities and equipment.
- c. The carrier's ability to meet the member's requirements.
- d. The quality of the carrier's performance on previous shipments.

D. TRANSPORTATION OFFICER (TO) ACTIONS

1. Areas of Operation.

a. The TO shall establish and announce areas of operation within their installation's area of responsibility (AOR).

b. Shipments shall be offered only to those carriers qualified to serve that AOR; however, carriers may use approved agents outside the TO's AOR when it is in the best interest of the member and the government.

2. Establishment of Required Delivery Dates (RDDs).

a. During the counseling session, the TO shall determine the member's requirements and assist the member in establishing a realistic RDD. Saturdays, Sundays, and holidays are counted as part of the transit time.

b. When assigning a transit time less than published, the TO must advise the origin agent of this at the time of booking and offer the agent the opportunity to accept or refuse the shipment. In order to support this action, the counselor shall annotate/flag the origin shipping file to indicate shipment RDD is less than minimum. The Traffic Distribution Record (TDR) booking clerk will annotate the TDR accordingly. A carrier refusing to accept the shipment will not be charged with a refusal nor assessed administrative tonnage. Any carrier who accepts a lesser transit time will be expected to satisfy that requirement. Member requesting a transit time, less than the minimum standard, should provide rationale for a lesser transit time prior to booking.

c. If, after establishment of the RDD and before the pickup of the shipment, the carrier or TO learns the member's needs have changed, the TO, with the approval of both the member and the carrier, may establish a new RDD. If the carrier cannot, or will not, accept the revised RDD, the TO may reallocate the shipment to another carrier or method.

d. For shipments moving as Deferred Air Freight Code T (TP-4), the RDD shall be constructed based on the surface transit time for Code 4.

E. SELECTION OF METHOD AND MODE OF SHIPMENT

When the method and mode of shipment have been determined, the shipment shall be tendered in accordance with the Total Quality Assurance Program (TQAP). When the PPCIG determines a shipment should move by DPM, or DPM is only method available to satisfy member, the provisions of Chapter 404 will apply. When the TO determines that movement by air is necessary to meet the member's requirements, the following will apply:

1. Army-Sponsored Shipments. For Army-sponsored air shipments, the provisions of AR 55-71, Transportation of Personal Property and Related Services, shall apply.

2. Air Force-Sponsored Shipments. TO shall comply with Air Force Policy Directive (AFPD) 24-5, titled, Transporting and Storing Personal Property. All requests for TP-2 airlift to/from other than hard-lift areas will be routed through the applicable Major Command to JPPSO-SAT FT SAM HOUSTON TX/DIR. MILSTAMP advance Transportation Control and Movement Document (TCMD) clearance documents to the shipper service control office (SSCO) or overseas area clearance authority (ACA) for TP-2 shipments, to and from other than hard-lift areas, must include a TH9 trailer card identifying the airlift approval authority (i.e., JPPSO-SAT/DIR 123456Z Jan 89).

3. Navy-Sponsored Shipments. For Navy-sponsored air shipments, the provisions of NAVSUP Pub 490 shall apply. All requests for TP-2 airlift to/from other than hard-lift areas will be routed through NAVSUP HHG DIV.

4. Marine Corps-Sponsored Shipments. For Marine Corps-sponsored air shipments, the Marine Corps policy concerning air shipments of household goods and unaccompanied baggage is contained in the Marine Corps Transportation Manual, MCO P4600.39, Para 3204.

5. Coast Guard-Sponsored Shipments. Coast Guard policy concerning air shipments of household goods and unaccompanied baggage contained in the Coast Guard Personal Property Transportation Manual, COMDTINST M4050.6, para 2001 and 2003.

F. SHIPMENT OF UNACCOMPANIED BAGGAGE BY MAIL OR SMALL PACKAGE SERVICE

1. The TO is authorized to ship UB by parcel post, air mail, military official mail, surface mail, or small package service. Shipment shall be made only when it is the cost-effective method consistent with the member's requirements. Baggage must meet the specifications of the U.S. Postal Service or small package carrier.

2. The TO shall maintain records of UB shipments using DD Form 1299. One copy of the DD Form 1299 shall be provided to the member at origin. The cost of insurance will not be paid by the government. A second copy of the DD Form 1299, annotated to show the number of pieces, weight, and date shipped, together with a copy of the member's orders, shall be forwarded to the destination TO.

3. The use of the DD Form 1299 is required. It is important that the member be provided a copy as a receipt for property shipped. A copy of the member's orders shall be placed inside each piece of UB shipped.

G. RECEIPT FOR UNACCOMPANIED BAGGAGE (UB)

When a member delivers UB to the TO for shipment, the TO may prepare a DD Form 1796, Receipt of Unaccompanied Baggage (Figure 402-1), (using original plus one copy). TOs will provide the member with the original DD Form 1796 and the copy will be retained by the origin TO. Local reproduction of DD Form 1796 is authorized.

H. RETROGRADE PERSONAL PROPERTY WITHOUT FINAL CONUS DESTINATION

1. When the member cannot provide a final CONUS destination for a shipment, the TO shall annotate the DD Form 1299, Block 10: "Hold for Further Disposition Instructions," on shipment markings and documentation. These shipments may be moved in government-owned containers and consigned to storage utilizing the most cost effective method.

2. The origin TO shall annotate the member's permanent contact address on the advance shipping documents provided to the applicable TO responsible for the storage location. The member shall be directed to provide the final destination address directly to the applicable TO, once the final destination has been established.

I. PORT SELECTION FOR CODE 5 SHIPMENTS

Code 5 shipments do not require export traffic releases (ETRs); shipments will be handled as prescribed by MILSTAMP (DOD 4500.32-R), Chapter 2. Shipments will be routed to military terminals designated by MILSTAMP, Appendices H and I.

J. INTERNATIONAL THROUGH GOVERNMENT BILL OF LADING (ITGBL) SHIPMENTS ENTERING THE DEFENSE TRANSPORTATION SYSTEM (DTS)

1. The TO will assign a TCN to each ITGBL personal property shipment entering the DTS.

2. A TCMD will be prepared for all ITGBL Code 5/T household good shipments in accordance with DOD 4500.32-R. A TCMD will not be prepared for Code J unaccompanied baggage shipments.

3. After the TCMD is assembled, the TO will offer the shipment for clearance. A clearance is required on all Code 5/T shipments. A clearance is not required on Code J shipments. The TO clears a personal property shipment by sending advance TCMD data to appropriate clearance authority. The TO may estimate the pieces, weight, and cube on the advance TCMD submitted to the responsible SSCO or clearance authority in situations when obtaining actual data would delay transmission of TCMD data beyond the specified clearance time frame. A good gross weight estimate can be obtained by adding 40 percent to the estimated weight. Cubic measurement can be obtained by multiplying .015 (lbs) times the gross estimated weight. TOs will not delay providing the carriers with a PPGBL pending receipt of the actual or estimated pieces, weight, and cubic data. All PPGBLs will be submitted to the carriers before the agreed time of pickup.

4. Personal property shipments are considered cleared if the clearance authority has not challenged them by the hour/day entered in the advance TCMD date shipped field. The only exception is for shipments by TP-4. For shipments moving by TP-4, the shipper will submit the advance TCMD data to the ACA as for any other shipment. Unlike other air shipments, a TP-4 shipment will not be released to an ITGBL carrier until specifically approved by the ACA.

5. The TO shall provide the origin carrier with three copies of the TCMD. The carrier shall be instructed to:

a. Insert the actual pieces, weight, and cube of the shipment on the TCMD.

b. Place one copy, together with a copy of DD Form 1299 and a copy of the member's orders, in the waterproof pouch on the Number 1 container of the shipment.

c. Surrender one copy to the military ocean or air terminal at the time of delivery. This copy is not required at CONUS Air Mobility Command (AMC) air terminals for CONUS outbound shipments that have been cleared by the appropriate SSCO.

d. Retain one copy for the carrier's files.

K. CARRIER RESPONSIBILITIES AFTER APPROVAL BY HEADQUARTERS, MTMC

1. Submission of Letter of Intent (LOI). A carrier approved by HQ MTMC shall submit a LOI, containing pertinent information prescribed in Appendix AY, to the TO of each activity where participation in DOD traffic is desired. After initial acceptance of a valid LOI by the TO, the LOI will remain on file until replaced with another LOI or invalidated by the TO. The TO shall require a replacement LOI only when information provided by the carrier on the LOI has changed.

a. CONUS. The carrier's LOI, when applicable, shall identify enclosures as: Enclosure 1, Map Reflecting Domestic Operating Authority; Enclosure 2, The Name(s) of Interlining Carriers Used Within CONUS or Areas Served by Use of Such Carriers Through Joint Carriage Arrangements. The carrier, by submission of an LOI filed at TOs within CONUS, certifies that an agency agreement is in effect between the carrier and the agents listed therein. A valid LOI shall be filed with and accepted by the TO, before rates can be filed with HQ MTMC.

b. Overseas. When requested by the TO, a carrier filing an LOI in a controlled country shall submit a Certificate of Agency Agreement signed by an authorized representative of their company and the overseas agent. A valid LOI shall be filed with the TO not later than the initial filing deadline specified in the applicable ITGBL traffic management and rate procedures. Prior to filing rates, a carrier must have a valid LOI on file at each TO within the rate area for which rates are filed. LOIs filed at installations that cover more than one rate area must indicate whether the service will be for "all" of the TO's area or specifically indicate which area to be served. The LOI must have been accepted by the initial filing date of that particular cycle. LOIs filed at installations that service more than one rate area do not require coverage of all rate areas within the TO's AOR. For example, a carrier wanting to serve US88 (California-South) must also file an LOI at MCAS, Yuma AZ, to cover Winterhaven CA. However, the LOI at Yuma does not have to cover Arizona if the carrier doesn't wish to serve US79 (Arizona).

2. Verification of LOI (CONUS/Overseas). The LOI must have been accepted and retained on file by the initial filing deadline date of that particular cycle. At the time of LOI verification, TOs will take the following action if the carrier does not have an LOI on file:

a. Deny that carrier traffic.

b. Advise the carrier's home office that there is no record of an accepted LOI, and inform the carrier it has 7 calendar days to provide proof of an accepted LOI. Carrier's response must include date LOI was submitted, date accepted and by whom, and the name of local agent.

c. Notify MTPP-HR by message or fax if the carrier cannot prove within the 7-day time frame that it has a valid LOI on file.

3. Withdrawal of LOI. If an international LOI is withdrawn, the TO shall immediately notify HQ MTMC (MTPP-HQ) and/or overseas component by message if a carrier withdraws a previously accepted LOI. The notification shall include the names of the carriers and agents involved and the reasons for the action. Shipments in possession of carriers that have lost their LOI will be pulled back by the TO unless the TO determines shipment(s) in the pipeline can be delivered. Shipments that have not been picked up will be pulled back and rebooked with another carrier.

4. Multiple Agents Listed in the LOI. A carrier's LOI may list as many local agents as the carrier desires. In the interest of maintaining good relations as well as providing sufficient SIT capability, the RSMO (PPSO OCONUS, except Alaska and Hawaii) will inspect the facilities of all agents listed on the LOI. A carrier with multiple agents will designate separate agents for booking purposes and as a single point of contact for domestic HHG and UB or the carrier may designate a single agent for all codes of service. When more than one agent is listed in the LOI, the carrier will indicate a specific agent to serve as a booking agent and for contact purposes. When the corporate structure of a carrier prohibits the designation of a specific agent for contact purposes, the TO will consider the first agent listed thereon as the booking and contact agent.

5. General Agents. Carriers having more than one agent serving an overseas TO in a rate area may use a general agent as a booking agent.

6. Carrier or Agent Facilities Requirements.

a. A carrier desiring to participate in TGBL/ITGBL HHG and UB traffic shall have satisfactory agency facilities. A minimum of 2,000 cubic feet of storage space must be available for TGBL traffic. For ITGBL traffic, 2,000 cubic feet of storage space is required for each carrier represented up to a minimum of 8,000 cubic feet for four or more carriers. This space shall be exclusive of working space, fire aisles, overhead clearances, or access ways. If the carrier's agent also participates in agreements with other DOD-approved carriers, the minimum 2,000 cubic feet of space available for DOD storage shall be required for each DOD-approved carrier represented by the agent. Door access shall be adequate to handle safely the largest containers of any or all DOD-approved carriers represented.

b. Office facilities shall accommodate the minimum personnel force required and shall include sufficient private business telephone lines to properly service all DOD-approved carriers represented by the agent. A minimum of two private business telephones is required when an agent represents two or more DOD carriers.

7. Carrier or Agent Equipment Requirements. The carrier or the carrier's agent shall maintain sufficient and suitable vehicular equipment available for local use in the pickup and delivery of DOD personal property shipments. Vehicular equipment may be either closed, weather-tight vans for loose stowed personal property or open flat-type equipment for

containerized shipments. The vehicles may be owned by the carrier or agent or leased under a long-term agreement. Closed weather-tight vans shall have a minimum of 1,000 cubic-foot capacity. Open vehicles shall have a minimum bed length of 16 feet. Two or more smaller vehicles that together equal the preceding requirements are acceptable. For every two pieces of non-self propelled-equipment, a minimum of one tractor is required.

a. A minimum of two vehicles is required for the first domestic TGBL DOD-approved carrier represented. A minimum of three vehicles will enable the agent to represent the maximum allowable number of domestic TGBL carriers.

b. One additional vehicle is required for every two ITGBL carriers represented by the agent. However, after the requirements are met for the first four ITGBL carriers additional vehicles are not required.

c. Those agents of DOD-approved carriers offering containerized service shall maintain at least one mobile lifting device (such as a forklift) capable of handling a minimum of 4,000 pounds at 24-inch center.

8. Carrier or Agent Personnel Requirements. A minimum personnel force shall be maintained as follows:

a. Packer/Warehouseman/Driver. A minimum of two qualified personnel must be maintained on a regular basis for the first carrier represented. To represent 2-4 carriers, the agent must maintain 3 qualified personnel. To represent more than four carriers, additional personnel requirements will be based upon the agent's ability to provide responsive service. It is the responsibility of the carrier and agent to determine what is necessary to provide responsive, quality service. Agents are subject to performance action if the TO determines them to be nonresponsive in providing service.

b. Administrative Personnel. The carrier's office or the carrier's agency office shall be staffed at all times during normal working hours with personnel authorized to book shipments and arrange for the provision of services. One employee with such authority is required for one to three DOD-approved carriers represented. One additional employee with such authority is required when more than three DOD-approved carriers are represented.

c. English-Speaking and Writing Employee. All carriers or their agents shall have an English-speaking and writing employee available at the member's residence all times during the packing or unpacking of shipments. The agent shall also have a full-time English-speaking and writing employee reasonably available during normal working hours at the administrative office of the agent.

9. Multiple Use of Agent's Facilities.

a. The facilities provided by an agent for use by one or more DOD-approved carriers shall be separate and independent of the facilities of any other agent. When more than one agent

occupies the same warehouse facility, there will be a separation by solid wall of permanent-type construction.

b. An agent will not be permitted to subdivide a facility into additional agencies in order to circumvent the limitations on carrier representation indicated above. All agencies shall be separately organized by incorporation or other legal instrumentality, and there will be no combining of equipment, personnel, or facilities. Once an agent's facility has been inspected and accepted by the TO, no portion of that facility will qualify as a new agency for additional carriers unless specifically approved by the appropriate MTMC component. Agents may appeal a MTMC component decision to HQ MTMC for resolution.

L. TO ACTIONS UPON RECEIPT OF THE LETTER OF INTENT (LOI)

1. Acknowledging Receipt of the LOI. LOI will be submitted to TO. If submitted by registered or certified mail the PS Form 3811 will serve as notification of receipt of the LOI. If hand-delivered, the LOI will be submitted in duplicate with one copy being stamped and returned to the carrier. If submitted by facsimile, TO will date and sign LOI upon receipt and return facsimile the signed copy. Acknowledgment of receipt does not indicate acceptance of the LOI.

2. Acceptance or Rejection of the LOI. Within 30 calendar days of receipt, TO shall determine whether or not the carrier has met all requirements and shall advise the carrier, in writing, of LOI's acceptance or reason for rejection.

M. CARRIER'S APPEAL UPON REJECTION OF THE LETTER OF INTENT (LOI)

A carrier notified that the LOI was rejected has the right to appeal the decision or request further consideration after correcting deficiencies. The TO shall make every effort to resolve these appeals at the local level. Appeals that cannot be resolved by the TO shall be referred to the appropriate MTMC component or designated representative. If the appeal cannot be resolved at that level, the file shall be referred to HQ MTMC for resolution. In all such cases, the decision of HQ MTMC shall be final.

N. INSPECTION OF A CARRIER'S FACILITIES AND EQUIPMENT

1. Previously-Approved Facilities. The reinspection of a carrier's facilities and equipment, for the purpose of accepting a new LOI, is optional if they have previously been inspected and approved by the Regional Storage Management Office (RSMO). However, the LOI shall be accepted or rejected within 30 calendar days of receipt.

2. Initial Approval of Facilities. The RSMO shall inspect and approve or disapprove the facility. Should the agent's facility not be adequate to support services offered, the RSMO shall return the carrier's LOI and advise HQ MTMC of the reasons. Only warehouses that meet the standards described in Appendix BB, Preaward Survey Guidelines, shall be considered for acceptance. Upon completion of inspection the carrier will be notified in writing whether the facility is approved or disapproved.

3. Overseas. For carrier facilities located outside CONUS (excluding Alaska and Hawaii), the TO shall conduct a preaward inspection of the facilities and equipment using the guidelines outlined in Appendix BB.

4. Periodic Inspections. Carrier's facilities shall be inspected by the RSMO or their representative once every six months following the initial inspection (see Appendices BB and BC). If the facility historical record indicates a total volume of 25 or less shipments annually, and the facility has been awarded a "B" or better, annual inspections may be performed. When deficiencies are reported and action is warranted, the RSMO may place the facility in an ineligible status. The RSMO will inform the TO of any such action taken. The TO will inspect carrier equipment as frequently as necessary, and may inspect storage facilities as deemed appropriate. The TO shall inform the RSMO of any action taken against the carrier involving facilities used for storage. For facilities located OCONUS (excluding Alaska and Hawaii), the TO shall conduct a pre-award inspection of the facilities and equipment using the guidelines outlined in Appendix BE.

5. Adequacy of Carrier Overseas Agency Facilities. HQ MTMC shall grant approval of a carrier's tender of service to an overseas area. The carrier, prior to filing rates, shall submit an LOI, and (when requested) a copy of the agency agreement directly to the appropriate overseas TO in sufficient time for acceptance by the designated LOI filing deadline. If the agent's facility is determined not adequate to support services offered, the TO shall advise HQ MTMC of the reasons therefore.

6. Trip Leasing. The carrier on the GBL will be fully responsible for the shipment (including all loss and damage, claims, but not limited to, any missed pickups and missed required delivery dates). Under this rule, HHG carriers will only be allowed to trip lease with other DOD approved household good carriers. Carriers will not be required to get trip lease approval from MTMC. This will reduce administrative burden on carriers as they will only be required to be a DOD approved household goods carrier. Regulations and rules governing trip leasing as set forth by the Federal Highway Administration and in the 49 CFR part 1057 will apply. Failure to comply with the regulatory requirements will result in nonuse or revocation of their DOD household goods approval by MTMC. Unless a copy of the lease is carried on the equipment, the authorized carrier shall keep a statement with the equipment during the period of the lease certifying that the equipment is being operated by it. The statement shall also specify the name of the owner, the date and length of the lease, any restrictions in the lease relative to the commodities to be transported, and the address at which the original lease is kept by the authorized carrier. This statement shall be prepared by the authorized carrier or its authorized representative.

O. ACTIONS TO BE TAKEN WHEN DEFICIENCIES ARE DISCOVERED IN A FACILITY

1. Upon discovery of deficiencies in warehouse facilities, the agent or contractor shall be encouraged to correct those deficiencies during the inspection. In each instance, the improper storage methods shall be annotated on the DD Form 1812, Warehouse Inspection Report,

(Figure 402-2) and shall be part of the performance record. Depending on the severity of the deficiencies, as determined by the scored elements on the DD Form 1812, the following actions apply:

2. When the inspection reveals the failure to exercise proper security measures such as inadequate locking devices, insecure access points, or structural discrepancies such as broken doors, windows or walls, the RSMO shall immediately place the facility in an ineligible status, and the TO shall place the carriers represented by the agent in a non-use status. The non-use status shall remain in effect until written confirmation is received by the TO and/or RSMO indicating corrective action was taken and a reinspection of the facility has been conducted by the TO and/or RSMO. Generally, violations listed on the DD Form 1812, Part 5a and c would be reasonable cause to immediately place the facility in an ineligible status.

3. If, in the RSMO's opinion, the deficiencies are of a nature that stored DOD shipments may be damaged or contaminated, the RSMO shall immediately place the facility in an ineligible status and the TO shall notify all carriers involved. The carriers shall remove the property to an approved warehouse. The cost of removal shall be at the expense of the carrier and at no expense to the government or the member. Generally, when a facility receives a quality control rating of 17 or more points on the DD Form 1812, the RSMO should immediately place the facility in an ineligible status. Relocation of shipments will be based on the potential and probable loss and/or damage if they were allowed to remain in the facility.

4. If, in the TO's opinion, the deficiencies cannot be corrected immediately but DOD shipments are properly protected, the property shall not be removed to an alternate warehouse facility. The agent, and all carriers represented by that agent, shall be notified of the deficiencies and shall be given 10 days from the date of the inspection to correct those deficiencies or to implement corrective action. If the agent fails to satisfactorily correct the deficiencies within 10 days from the date of inspection, the agent shall be placed in an ineligible status. These actions are generally taken when a facility receives a quality control rating of 9 to 16 points on the DD Form 1812.

5. If the agent is in an ineligible status and all deficiencies are corrected within 30 days from notification, and verified in writing by a follow-up inspection, the carrier shall be restored to the appropriate Tonnage Distribution Records (TDRs). If a deficiency remains incorrect beyond 30 calendar days from the date of notification, all LOIs listing this agent shall be returned, unless there are multiple agents on the LOIs.

P. AGENCY INELIGIBILITY APPEALS

1. It is the agent's right to appeal placement in an ineligible status. The agent's appeal shall be submitted to the office that imposed the ineligibility and shall be postmarked not later than 30 calendar days from the date the ineligibility was imposed. The agent's appeal shall be factual and address the reasons why ineligibility action was not appropriate.

2. When the appeal is accepted, the TO/RSMO shall issue a letter of reinstatement, returning the carrier to TDR. If the appeal is denied, the TO/RSMO shall inform the agent in writing of the reasons for the denial. The agent also shall be informed that a further appeal may be made to the appropriate MTMC component. The TO/RSMO's response to the agent shall be made not later than 30 days from the date the appeal is received.

3. Appeals that cannot be resolved by the appropriate MTMC component shall be forwarded to HQ MTMC, Attn: MTPP, 5611 Columbia Pike, Falls Church VA 22041-5050, who shall resolve the appeal with the cognizant military service headquarters.

Q. CARRIER REPRESENTATION BY AGENTS

For the movement of HHG originating in a state or the District of Columbia and being delivered to another state or the District of Columbia, or being delivered to a overseas destination, the following restrictions apply:

1. Domestic Interstate HHG.

a. A local agent may represent four DOD-approved carriers/forwarders. No more than two may be regulated freight forwarders. If an agent is also a DOD approved carrier and representing themselves, this will not count against the agents quota of representing four carriers (i.e., carrier may represent two freight forwarders, two motor carriers, and himself as another motor carrier—a total of five carriers if including himself). In addition, this does not preclude the agent from requesting exception to the carrier/agent limitation in "b." below.

b. Exceptions to Carrier/Agent Limitations. The appropriate MTMC component may grant an exception to those numerical limitations when such an exception would be consistent with the program's effective management and when the agent meets the additional requirements prior to representation of the fifth carrier. An additional 2,000 cubic feet of warehouse storage space and one additional vehicle are required. Approval of a fifth carrier is subject to the limit of two regulated freight forwarders per paragraph Q.1.a., above.

(1) The agent desiring an exception to the carrier agent limitations shall submit a written request for exception to the responsible TO. The TO shall assess the agent's capability to represent a greater number of carriers. The TO shall provide comments, stating why the agent should be granted the exception or reasons why the exception is not recommended. The TO shall cite the benefit to be realized by the installation, the agent's capability to represent another carrier based upon performance, and the verification of the agent's meeting the additional requirements above. The TO has the authority to approve the fifth carrier. If the TO disapproves the agent's request, guidance in para Q1b(2) applies.

(2) The appropriate MTMC component shall review both the agent's request and the TO's recommendation and decide if an exception is warranted. If the MTMC component approves the exception request, the agent shall be notified, through the TO, by letter. If the exception is disapproved, the entire case and the reasons for disapproval shall be returned through

the TO to the agent. The agent will be afforded an opportunity to provide any additional information in rebuttal to the decision; however, the carrier must do so within 10 days through the MTMC component to HQ MTMC. If, in review of the additional information provided by the agent, HQ MTMC reverses the decision, the agent shall be notified by letter through the MTMC component and TO. HQ MTMC decision is final.

2. Domestic Intrastate HHG. To move HHG originating in a state and being delivered to a point in that same state, an agent may represent only one DOD-approved carrier. When an agent offers intrastate HHG service as a DOD-approved carrier, that agent may not represent any other carrier offering the same service.

3. ITGBL HHG & UB. There are no restrictions pertaining to an agency location within CONUS or overseas. Acceptance of a carrier's agent is contingent upon whether the agent can provide the TO with responsive service. When service provided by an agent is not responsive, the TO, with the concurrence of the appropriate MTMC component, or overseas representative, may place a limit on the number of carriers that an agent may represent. Further, HQ MTMC, with the advice of the MTMC overseas component, shall ensure that the number of carriers represented by any single overseas agent does not exceed the agent's capability.

R. LOSS OF AGENT

1. General. When the TO is notified by an agent that it will no longer represent a carrier, the TO will advise the carrier of loss of agent by registered mail (return receipt requested) or electronic mail, advising that the carrier has 45 calendar days from the date of TO's letter or electronic transmission to obtain representation. If the carrier fails to obtain agent representation at the end of the specified period, the carrier's LOI will become invalid and the carrier will be placed in non-use.

2. Domestic Program. If the carrier fails to respond within 45 calendar days, the TO will invalidate the LOI by: (1) drawing a diagonal line through the LOI, (2) noting the date invalidated, and (3) retaining it in the carrier's file until a new LOI is received and accepted.

3. International Program. If the carrier fails to respond within 45 calendar days, the TO will invalidate the LOI by: (1) drawing a diagonal line through the LOI, (2) noting the date invalidated, and (3) retaining it in the carrier's file until a new LOI is received and accepted. The TO will notify MTMC/MTPP-HQ, by message, with an information copy to the cognizant MTMC component, of the non-use action and will specify which rate area(s) are affected and if it is for HHG and/or UB. MTPP-HQ will then notify all PPSOs in the affected rate areas that the carrier has been placed in non-use. HQ MTMC will place the carrier in non-use as outlined below:

a. Loss of CONUS Agent. Carrier is placed in non-use outbound from the rate area affected.

b. Loss of Overseas Agent. The non-use shall be for all traffic to and from the affected AOR immediately except where carriers have separate destination agents. In those cases, the non-use shall be for origin or destination traffic only. The TO shall advise MTPP that the carrier has separate origin or destination agent capability at the overseas installation.

S. TRAFFIC DISTRIBUTION

1. Traffic Distribution Records (TDRs) are established to provide a means of recording shipment transactions in accordance with requirements for MTMC carrier programs. Separate TDRs are maintained for Intrastate, Interstate, and International programs (traffic for volume move will be recorded within the appropriate program).

2. Transactions. Symbols are used to code specific transactions on the TDR. Specifically:

OP = Member Preference - Member not willing to pay for higher rate/carrier
OR = Member Preference - Member willing to pay for higher rate/carrier
RR = Regular Refusal - Charge tonnage
RC = Refusal for Cause - No tonnage
NT = Refusal because out of NTS - Charge tonnage
PB = Pullback from selected carrier - Charge tonnage
TB = Turned back from selected carrier - Charge tonnage
AZ = Short Notice - Shipment awarded less than 7 calendar days - No tonnage
TC = No charge
TN = Charge
PG = No charge
PP = Charge
DQ = Disqualification
NU = Non Use
S1, S2, S3 = Suspensions
TD = Traffic Denial

3. Format. The above programs are displayed based on specific requirements.

4. Entering Shipment Weight on the TDR (Non Automated). There are two weights that are required to be displayed on the TDR, estimated and cumulative. Estimated weight is the estimated hundredweight of the tendered shipment. Cumulative weight is the previous estimated cumulative weights of shipments tendered, refused, or penalized plus the estimated weight of the shipment being offered. Cumulative weight does not include short notice 'AZ' and 'B' type shipment weights defined in paragraphs 7b and 7c.

5. Entering Shipment Weight on the TDR (Automated). The TDR automatically aligns carriers based on cumulative tonnage allocated and estimated weight being offered for a particular shipment. When a carrier is selected, the weight is added to the cumulative weight or the short notice weight whichever is applicable based on the shipment criteria.

6. Member Preference for Carrier. The TO shall honor a member's preference for a carrier if the member states they are willing to pay excess costs incurred if the carrier is not at the lowest overall rate. These shipments are annotated with a "OR" to identify an authorized exception in

awarding tonnage. If the carrier is in the lowest overall rate group the TO shall honor a member's preference. A request by the member not to use a carrier because of prior unsatisfactory service shall be honored and the next eligible carrier will be selected to move the shipment. When a "member preference" carrier is awarded tonnage the TDR shall be annotated with an "OP" to identify that this is an authorized exception to the procedures for awarding tonnage.

7. Short Notice Shipments. Short notice shipments should be allocated under the same TQAP procedures as regular shipments. The following are the three types of short notice shipments:

a. Regular Short Notice: The DOD must give carriers at least seven (7) days notice to pick up a shipment. If the notice is less than seven days, the carrier does not have to accept the shipment and no tonnage is charged against the carrier. If the carrier does accept the shipment, tonnage is charged (exception is the "Z" and "B" tonnage explained below).

b. "Z" Tonnage Short Notice: A shipment seven (7) or less days from the "INTERVIEW" (counseling) date (date on the DD Form 1299, Application for Shipment) to the pickup date. The carrier is not charged tonnage if they refuse or accept these type of shipments. This type shipment is identified on the TDR as a "AZ."

c. "B" Tonnage Short Notice: A shipment that has been pulled/back or turned/back by a carrier within seven (7) days of pickup and allocated to another carrier. The new carrier is not charged with the weight of the shipment and the TDR is annotated with a "PG" or "TC".

T. DOMESTIC TDR

1. Interstate

a. Separate TDRs shall be established for Codes 1A and 2A shipments for each CONUS destination state and the District of Columbia. Separate TDRs will also be established for each Area of Operation within the AOR for each TO to each destination state. If there is more than one rate level to a destination state or the District of Columbia, like rates will be grouped from the low to high rate.

b. TDRs are set up with an average shipment score for each carrier and new rates published for the applicable rate cycle. The low rate carrier (within each rate group) with the highest average shipment score will be awarded traffic first unless an authorized exception applies. All tonnage is set to zero at the beginning of each new rate cycle. Average shipment scores are based on the carrier's performance during the previous performance period. When a carrier has not been tendered any shipment or shipments have not been scored, the carrier's last score will be

carried forward. New carriers are placed on the TDR with an administrative score of 90. Carrier's average shipment score will be extended to the second decimal place (e.g., 99.78) without rounding. Carrier's with equal scores (within the same rate group) will be brought forth on the new cycle TDR (using previous tonnage as a factor) from low to high tonnage. When scores, tonnage and rates are all equal, a random selection is made.

c. The most eligible carrier to receive the next shipment is the one with the highest performance score and lowest cumulative weight. When sufficient shipments are known by historical review to be available during a cycle, shipments may be allocated sequentially to give each carrier a shipment (or charge a refusal) during the initial movement through the TDR from the first to last carrier at the same rate level. Subsequent shipments in the same rate cycle should be allocated to correct an imbalance in weight allocated. If sufficient shipments are not projected to be available to permit a run through the entire TDR and to correct the resulting imbalances, sequential allocation may not be practical. When determining the projected availability of traffic for this purpose, historical data from a like cycle should be used, e.g., summer cycle data with summer cycle date from prior years. Traffic is to be managed to stay within a maximum differential of 40,000 pounds between the highest and lowest of all carriers at the rate level, to include carriers with zero weight. In a correctly maintained TDR a carrier with a lower TQAP score should not have a higher cumulative weight than a carrier with a higher TQAP score except briefly in those situations requiring the application of sound traffic management to ensure a shipment moves in a safe and timely manner. When such situations occur, subsequent tonnage shall be awarded in such a manner as to return the higher scored carriers to higher cumulative weight by the end of the rate cycle.

2. Intrastate.

a. Separate TDRs shall be established for Codes 1B and 2B shipments from the origin GBLOC to each destination GBLOC within the state of the origin GBLOC.

b. The primary carrier (rate setter), who is otherwise qualified and has a TQAP score of at least 90, will receive 50 percent of the traffic. Other qualified carriers meeting the low rate will share equally in the remaining tonnage.

c. If two carriers establish an identical low rate, each carrier will receive 33-1/3 percent of the tonnage. The remaining 33-1/3 percent will be awarded to the carriers meeting the low rate.

d. If three or more carriers establish an identical low rate, each carrier will receive an equal percentage with the remaining carriers receiving the same percentage. Example: three carriers submit the identical low rate with six carriers meeting the low rate. The three rate setters would each receive 25 percent of the tonnage. The other six carriers would divide the remaining 25 percent. At no time will the carriers meeting the low rate receive more tonnage than the rate setters. The TO will adjust percentages according to volume of carriers involved.

e. TO's in those states where carriers have limited operating authority will award tonnage as follows:

(1) Separate TDR's will be established for the state and for each destination area of responsibility where rates are filed and accepted by HQ MTMC.

(2) TDR's will be established based on:

(a) Carrier establishing the low rate will be placed on the TDR first. This low rate carrier must meet the TQAP criteria established by HQ MTMC. Those meeting the low rate will be placed on the TDR in accordance with their TQAP score. Carriers with equal TQAP scores will be placed on the TDR in accordance with low to high tonnage from the past rate cycle.

(b) All carriers will begin the cycle with zero tonnage.

(c) Carrier establishing the low rate will receive 50 percent of the tonnage from its area of responsibility within its operating authority only. Example: Carrier AAAA establishes the low rate for the AOR. However, carrier can pick up only in counties A and B of the origin AOR. Carrier AAAA will receive every other shipment from counties A and B. Carriers meeting the low rate will share in the remaining tonnage. In the event no one meets the low rate, carrier AAAA will be offered all traffic before offer is made to a higher cost carrier. In all other areas covered by this low rate, but not a part of the low rate carrier's operating authority, tonnage will be divided equally among the carriers meeting the low rate to the extent of their operating authorities.

3. Shipment Refusals. Shipments refused by carriers shall be considered traffic offerings and added to the carrier's cumulative weight. The refusal is annotated with 'RR'. Short notice shipments refused by a carrier are annotated with 'AZ' and are not added to the carrier's cumulative weight. A carrier may notify the TO in writing to identify a period of time when they will not be accepting shipments due to peak season saturation. During this time, the carrier will automatically be charged with a refusal if they become the most eligible carrier identified for traffic on the TDR. The refusal weight is added to the carrier's cumulative weight.

4. Pullback/Turnback. If a shipment is pulled back or turned back, the TO shall enter the code 'PB' or 'TB' and the weight is charged as follows:

a. Shipments pulled back/turned back with seven (7) or less days notice of the pickup date are considered short notice shipments when reallocating to the new carrier. The new carrier is not charged tonnage on the TDR. Such shipments will be coded "B" on the TDR for identification and audit purposes.

b. A shipment pulled back after the pickup date, or if the carrier failed to pickup on the pickup date, the tonnage is added to the carrier's cumulative weight.

c. A shipment turned back before the pickup date is charged to the carrier's cumulative weight.

U. INTERNATIONAL TDR

1. General. Carriers submit rates every 6 months for rate channels and codes of service for international traffic.

2. Traffic Distribution Records.

a. Separate TDRs will be established at each TOs AOR for each ITGBL code of service for each traffic channel based on carrier's rate and average shipment score. Shipments shall be distributed exclusively to carriers on the lowest rate level unless the volume of traffic exceeds the capability of the low rate carriers. When this occurs, the remaining traffic shall be offered to carriers on the next and succeeding rate levels. However, shipments shall always be offered first to the carriers on the lowest rate level before higher rate level carriers are considered unless the primary carrier is suspended, cancels its rates, is placed in nonuse, or refuses the traffic. The TDRs will be arranged in three sections: Sections I, II, and III record all traffic offered to the primary carriers, equalization carriers, and all other participating carriers, respectively.

(1) **Section I.** TOs must ensure that the primary carriers are offered their designated share of traffic. Periodic weight checks shall be made to minimize deviations from the designated shares due to unequal weight of shipments. Example: If weight checks indicate that the "running" total of estimated tonnage for the traffic route is 240,000 pounds, a single primary carrier with a 50 percent share should have been offered approximately 120,000 pounds.

(2) **Section II.** If the primary carrier's share for a given traffic channel is 50 percent, every second shipment (subject to a consideration of weight factors) should be offered on a rotational basis to equalization carriers. Each equalization carrier is obligated to accept residual shipments in an amount equal to one half the primary percentage. If equalization carrier capability is insufficient and there is no primary carrier or the primary carrier cannot accept additional traffic, shipments will be offered to other participating carriers. If there is no primary carrier because of rate cancellations, nonuse, etc., traffic will be awarded equitably among the equalization carriers.

(3) **Section III.** Other participating carriers will be offered any traffic which cannot be handled by primary and equalization carriers. Traffic will be offered first to other participating carriers at the lowest rate level and highest TQAP score first. TOs should not penalize other participating carriers for failure to accept traffic beyond the established requirement.

NOTE: Estimated weights may be used in posting shipments to the TDR.

b. The carriers' rates, LOIs on file, Carrier Approval listing, and average semiannual shipment score will be used to establish all TDRs. The share of traffic to be offered to primary carriers during the traffic distribution period is distributed with the rate solicitation each rate cycle. Equalization carriers are those carriers with exactly the same rates as the primary carrier. Other participating carriers will appear in ascending order based on lowest rate and highest TQAP score.

c. Selective refusal of traffic by a carrier is prohibited. If a pattern is observed, action to suspend and/or request disqualification should be taken.

3. Percentage of Traffic.

a. Class 1 Rates. Carriers setting the low rate in a Class 1 traffic channel will be offered 100 percent of the traffic moved within that channel. If two carriers establish an identical low rate, both carriers will be offered one half of the total tonnage or 50 percent each.

b. Class 2 Rates. Carriers setting the low rate in Class 2 traffic channel are offered a prescribed percentage of tonnage within each individual traffic channel.

(1) The primary carrier will be offered and is responsible for accepting actual tonnage equal to the primary percentage indicated. For example, if the primary percentage of the traffic channel is 20 percent, the primary carrier will be awarded 20 percent of the tonnage. The other 80 percent of the tonnage will be considered residual and will be shared equally between the primary and equalization carriers. Tonnage refused by the primary and equalization carriers will then be offered to the participating carriers. Example is as follows:

1 primary carrier = 20 percent*
7 equalization carriers plus the primary carrier = 10
percent each (totaling 80 percent)*
participating carriers = *

*The residual 80 percent of the tonnage will be offered equitably to the equalization (with the highest scored carriers first) and primary carriers. Any remaining traffic will then be offered to the participating carriers within the same rate groups with the highest scored carrier first.

(2) If two carriers establish an identical low rate, each carrier will be offered the prescribed tonnage for that traffic channel. An example is if two carriers establish the low rate on a 50 percent channel, each carrier will be offered 50 percent. If two or more carriers have filed identical rates and have equal average shipment scores, the random numbers table contained in Item 1706 of the International Rate Solicitation shall be used to determine standing on the TDR.

(3) Equalization carriers may not be offered a larger share of the volume on a particular channel than the carrier establishing the low rate unless the low rate carrier is suspended or cancels its rates.

(4) All participating carriers must accept tonnage, if offered, as follows:

50 percent channel	12 percent
30 percent channel	7 percent
20 percent channel	5 percent
10 percent channel	2 percent

c. Class 3 Rates. Carriers will be placed on the TDR based on their average shipment score and will share equitably in traffic distribution.

V. CONTROLLING GOVERNMENT-OWNED HOUSEHOLD GOODS CONTAINERS

1. The following procedures will be used to manage government-owned household goods containers:

a. Controlling Containers. The Transportation Office (TO) is responsible for the efficient use, receipt, inventory, requirements determination, and disposition of government-owned shipping containers. The TO will:

- (1) Maintain management control of containers to prevent loss and misuse.
- (2) Make sure that containers are properly packed and marked according to:
 - (a) Performance Work Statement, and the direct procurement method (DPM) contract.
 - (b) Tender of Service for International Through Government Bill of Lading (ITGBL) shipments.
- (3) Make sure that GBLs are annotated with the applicable military rate tender as well as the number and type of containers when they are used by ITGBL carriers.
- (4) Control use of overflow containers to make sure that they are used as little as possible.
- (5) Verify nonavailability of usable containers when contractor invoices for new containers.
- (6) Require quality control inspectors to verify the use of new or old containers on DPM shipments and to identify the use or nonuse of government containers by ITGBL carriers on his/her inspection report.

b. Using Type II Household Goods Shipping Containers (Federal Specification PPP-B-580).

- (1) Containers will be used only for personal property shipments of DOD sponsored personnel who are entitled to shipment or storage under the JFTR/JTR.
- (2) Authorization for using overflow or oversize containers will be granted only when the contractor can justify their use according to the following:

(a) The remaining articles of a particular shipment will not justify the use of another type II container. Overflow containers are limited to one per shipment.

(b) Oversize containers are limited to use for a single item which exceeds the dimensions of a type II container.

(c) Overflow or oversize containers will be constructed according to Federal Specification PPP-B-601.

(3) Packing personal property by the DPM contractor in type II containers will be according to Military Standard 212, Preparation of Household Goods for Shipment and Storage and Related Services.

(4) Containers will usually be considered as unfit for use and beyond economical repair when the cost of repair will exceed 30 percent of the container replacement cost.

(5) Containers determined to not be economically repairable will be turned in to the proper Defense Property Disposal Office for disposal. If the local property disposal office will not accept the unserviceable container parts, carriers or contractors may dispose of them when authorized in writing by the TO.

(6) TOs will require contractors or carriers to provide a written monthly report of all government containers on hand. The report must arrive at the TO on the first work day of the month. The report will contain at least the following items:

(a) Number and type of serviceable or unserviceable containers on hand at the facility.

(b) Number and type of serviceable or unserviceable containers received since the last report.

(c) Number of containers used since the last report.

(7) Surveillance of government-owned containers in possession of the commercial contractor. For DPM contractors, the TO will:

(a) Make sure that the contractor maintains adequate records of containers received and used as prescribed by the DPM contract.

(b) Obtain receipts for containers issued to the contractor.

(c) Make sure that the contractor uses containers only for government-sponsored shipments.

(d) Maintain surveillance to make sure that containers are disposed of as prescribed.

(e) Make sure that the containers are identified as government-owned with the marking "U.S. Gov't Property" clearly visible on one end and one side of the container according to MIL-STD-212.

(f) Make sure that the contractor is storing government-owned containers with enough protection to prevent deterioration from the elements.

(g) Make sure that the contractor is aware of proper procedures for removing doors from type II containers to prevent damage to the doors and to the frame.

(h) Document violations by DPM contractors and report them to the contracting officer.

RECEIPT FOR UNACCOMPANIED BAGGAGE		
1. DELIVERED TO		
2. RECEIVED FROM		
a. NAME <i>(Last, First, Middle Initial)</i>		
b. RANK	c. BRANCH OF SERVICE	d. SSN
3. RECEIPT OF THE FOLLOWING ARTICLES IS ACKNOWLEDGED		
DESCRIPTION (1)	NUMBER OF PIECES (2)	
a. BOX		
b. DUFFLE BAG/SEA BAG		
c. SUITCASE		
d. CARTON		
e. FOOT LOCKER		
f. TRUNK		
g. TOOL BOX		
h. OTHER <i>(Describe)</i>		
4. NAME AND ADDRESS OF RESPONSIBLE ITO AT DESTINATION		
5. RECEIVED BY		6. DATE <i>(YYYYMMDD)</i>
a. NAME <i>(Last, First, Middle Initial)</i>	b. RANK	
7. ACTIVITY ADDRESS		

DD FORM 1796, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Figure 402-1. DD Form 1796, Receipt for Unaccompanied Baggage.

WAREHOUSE INSPECTION REPORT <small>(Read Instructions on back before completing form.)</small>				1. (X as applicable) BOTH BOA AND SIT RSMO ITO		2. DATE OF INSPECTION (YYYYMMDD)	
3. CONTRACTOR/CARRIER		4a. ADDRESS OF WAREHOUSE		b. FIRE SYSTEM/CLASS SS/1 USS/2 D & R/3 FCR/ 4		c. LOTS	d. WEIGHT
a. NAME							
b. ADDRESS (Include ZIP Code)							
5. CONTRACT REFERENCE NUMBER		6. STATUS (X) ACTIVE		INACTIVE INELIGIBLE		7. CURRENT CONTRACT OR TENDER OF SERVICE ON FILE (X) YES NO	
8. PRE AND POST STORAGE SERVICES				10. (Continued)			
a. Unauthorized equipment in use				l. Improper piano/organ storage			
b. Unauthorized cartons and packaging used				m. Improper storage of mattresses			
c. Improper packing/sealing/marking of cartons				n. Segregated pieces not properly identified			
d. Pickup service not accomplished on time				o. Improper packing of mirrors/glass table tops			
e. Improper loading/unloading of van or pallet				p. Inadequate protection against mold/mildew			
f. Disassembled parts not packaged/inventoried				q. Aisles being used to process goods in/out			
g. Inventory stickers on finished surfaces				r. Previous discrepancies not corrected*			
h. Improper appliance servicing/labeling				11. FIRE PREVENTION AND HOUSEKEEPING			
i. Smoking observed at residence				a. Electric/heat/water systems require repair			
j. Employees on duty not efficient/neat				b. Evidence of smoking in warehouse*			
k. Origin premises not left in good order				c. Unauthorized items stored*			
l. Designation services improperly performed				d. Improper aisle and/or stacking clearance			
m. Deviations to service order				e. No fire system inspection*			
n. Delivery service not accomplished on time				f. No fire extinguisher inspection			
9. ADMINISTRATION				g. No extinguishers on warehouse equipment			
a. Incorrect inventory preparation				h. Trash/debris in storage area			
b. No separate weight ticket and certificate/FB and EWT				i. Fire doors inoperable/in need of repair			
c. Incorrect warehouse receipt preparation				j. No fire plan posted			
d. Ineffective locator system*				k. Space heaters/extension cords being used			
e. Contract supporting paperwork needed				l. Gas and oil not drained from motorized items			
10. STORAGE METHODS AND OPERATION				m. Hazards noted within 50 feet of warehouse*			
a. Consigned lots not stored within 5 days*				n. Flammables/combustibles found in warehouse*			
b. Improper storage, stacks/pallets				12. WAREHOUSE PRACTICES			
c. Finished surfaces not protected by pads/wrap				a. Inadequate security*			
d. Lots and separated pieces not elevated 2 inches				b. Inadequate loading/unloading area			
e. Lots stored against exterior walls				c. Structural deficiencies (doors/floors/roof/walls/windows)			
f. Lawnmowers not stored at base level of lot				d. Inadequate protection from sun/dust/heat/cold/moisture			
g. Improper firearms control				e. Lack of insect/rodent control			
h. Loose stack storage over 10 feet*				f. Vehicles parked in storage area			
i. PBO contents not identified on inventory				g. Commingled storage with undesirable commodities			
j. Improper storage of upholstered pieces*				h. Multiple occupancy*			
k. Improper storage of rug/pads*				i. Weight stored in excess of authorized limit*			
13. DEFICIENCIES OBSERVED/ACTIONS TAKEN BASED ON QUALITY CONTROL RATING RAW SCORE							
a. No deficiencies observed				A: 0		B: 1 - 8	
b. Corrective action without report is required as soon as possible				C: 9 - 16		D: 17 & OVER	
c. Corrective action, confirmed in writing, is required by (YYYYMMDD)							
Send notice of corrective action to							
d. You are for further business as of							
e. You are continued ineligible for further initial service orders.							
14. DOCUMENT FILES CHECKED				15. LOT NUMBERS CHECKED			
15. CONTRACTOR/CARRIER REPRESENTATIVE				17. SIGNATURE OF DEPARTMENT OF DEFENSE INSPECTOR			
a. SIGNATURE		b. TITLE					

DD FORM 1812, SEP 1998 (EG)

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COPY DESIGNATION:

COPY 1 - RSMO/
ITO FILE COPYCOPY 2 - CONTRACTOR/
AGENT COPYCOPY 3 - ITO/RSMO
INFO COPY

Figure 402-2. DD Form 1812, Warehouse Inspection Report.

INSTRUCTIONS

This form will be prepared in **TRIPPLICATE**. The original will be retained by the inspection agency (ITO/RSMO); duplicate copy will be furnished to the contractor/carrier's agent; and triplicate copy will be forwarded to the responsible ITO/RSMO for information purposes.

ITEMS 8 - 12: When a discrepancy exists, it will be rated by using the numbers of 1, 2, and 3, reflecting the ascending seriousness of the findings, which is prescribed in the "Guide to Severity of Deficiencies." The rating will be indicated in the block preceding the violation. Enter a reference to the Tender of Service or the Basic Ordering Agreement for each violation found in Item 18, "REMARKS". If needed, include all additional comments in Item 18. Items marked by an asterisk are applicable by the judgment of the inspector to interrupt the contract with or without the quality control rating of total assessed points.

ITEM 13: An assigned rating of A - D for administrative action corresponds to the total number of points given during the inspection. If Item c. is checked, complete the statement to show the allowed time for corrective action and reply.

18. REMARKS

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DD FORM 1812 (BACK), SEP 1998

Figure 402-2 (Cont'). DD Form 1812 (Reverse).

CHAPTER 403

GOVERNMENT BILL OF LADING (GBL) WEIGHING AND SHIPMENT MARKING PROCEDURES

A. PURPOSE

This chapter establishes procedures for weighing and marking of shipments.

B. WEIGHT DETERMINATION AND REWEIGH

1. General. The weight of each shipment of HHG and UB moving in domestic or international commerce shall be determined in accordance with, 49 Code of Federal Regulation (CFR), Part 1056.1.

2. Use of Government Scales. The TO may require carriers to use government scales, without causing undue delay to the carrier. Ensure scales are certified by an authorized scale inspection and licensing authority.

3. Professional Books, Papers, and Equipment (PBP&E). PBP&E, when authorized, shall be clearly marked on the inventory with carton size (cubic foot). If cubic foot is not listed on inventory, use 40 pounds per inventory line item. Refer to JFTR, paragraph U5310-C.

4. Requirements for Reweigh. Reweighs will be performed as determined by the TO. All shipments will be reweighed when the member is near or has exceeded the authorized weight allowance.

5. Witnessed Weighs and Reweighs. Witnessed weighing and reweighs will be performed at the discretion of the TO. Certification will be annotated in the remarks block of the DD Form 619.

a. DD Form 1671 (Figure 403-1) will be used for Navy and Marine Corps sponsored shipments in conjunction with DD Form 619 for capturing reweigh data. See DOD component publication for additional information.

C. SHIPMENT MARKING

1. TGBL containers shall be marked on one side and one end panel, except duffel bags and similar packages which shall be marked on one surface. Freehand marking is not acceptable. Marking will be proportional to the available space on the container. Any old markings not applicable to the current shipment shall be permanently obliterated before the container's arrival at the member's residence. One copy of the member's orders

shall be placed in each container used to ship UB. When an order applies to more than one member, the name of the member to whom the baggage belongs shall be identified.

2. Carriers will be given the option of either stenciling, labeling, or tagging shipments, as appropriate. The following is the minimum information required:

PPGBL	U.S. Government Bill of Lading - Privately-Owned Personal Property
TCN	Transportation Control Number (if applicable)
RDD	Required Delivery Date (Julian date)
FROM	TO, Name of Shipping Installation
TO	Name of Destination Shipping Installation
FOR	Member's last name, first name, middle initial, rank/grade, and military service. Include direct delivery address, if applicable.
GROSS	Gross Weight
TARE	Tare Weight
NET	Net Weight
CU	Cube (Exterior cubic ft of container)
PIECE NO	___ OF ___ (number and total number of pieces)
CARRIER NAME	Self-explanatory
CODE OF SERVICE	Self-explanatory
TP NO	Transportation Priority Number (if applicable)
POE/POD	When applicable

REWEIGH OF PERSONAL PROPERTY		REPORT CONTROL SYMBOL MTMC-63(R2)		DATE	
MEMBER'S NAME, RANK					SSN
NAME OF ORIGIN INSTALLATION					GBLOC CODE
NAME OF DESTINATION INSTALLATION					GBLOC CODE
CARRIER NAME					SCAC CODE
CONTROL NUMBER (GBL)	ORIGIN WEIGHT	DESTINATION WEIGHT	REWEIGH WITNESSED (Y or N)	CODE OF SERVICE	

DD FORM 1671 EDITION 1 JAN 72 IS OBSOLETE
1 JUL 77

DISTRIBUTION:

Paying Finance Office

Origin ITO

ITO "Reweight File"

Figure 403-1. DD Form 1671, Reweigh of Personal Property

CHAPTER 404

THE DIRECT PROCUREMENT METHOD (DPM)

A. PURPOSE AND SCOPE

This section provides guidance for the preparation and shipment by the DPM method, and provides instructions for preparation and marking of DPM shipments and procurement of DPM services. This section applies to all DPM HHG and UB shipments when transportation services are acquired on the PPGBL or other shipping document.

B. DPM SERVICES

When DPM is used, generally the line-haul transportation service is provided by common carriers of freight. Approval by HQ MTMC is not required of commercial contractor providing DPM transportation services. Required materials (including containers) and services for the preparation, storage, and movement of DPM shipments are acquired by the contract. See paragraph G. below for contracting procedures.

C. ROUTING BY THE PERSONAL PROPERTY SHIPPING OFFICE (PPSO)

The PPSO determines the mode of transportation, the origin line-haul carrier, and the connecting carriers for the movement of DPM shipments. Shipments will be handled as prescribed by DOD 4500.32-R, MILSTAMP. Shipments will be routed to the military terminals designated by MILSTAMP.

D. USE OF DIRECT PROCUREMENT METHOD (DPM) AIR MODE

Shipments shall be governed by the provisions of DOD 4500.32-R, MILSTAMP, and DOD component publications.

E. VALUATION OF SHIPMENTS

Generally, the maximum released valuation applicable to the lowest rate or rating published by freight carriers shall be used for DPM shipments. Consideration must be given to use another code/mode of service when a member requests a valuation higher than that which is offered by the freight carrier.

F. CONTAINERS

Authorized containers, including overflow and oversize containers, shall be constructed as specified in the technical provisions of the Performance Work Statement (PWS) for Packing, Containerization, and Local Drayage of Personal Property Shipments (Appendix BE). The policy on the use of overflow and oversize containers is also set forth in this document.

G. PROCEDURES

1. DPM Contracts. Packing and containerization services shall be acquired by contract. Contracting format in Appendix BE is mandatory. The PWS or the technical provisions for Packing, Containerization, and Local Drayage of Personal Property Shipments (Appendix BE) and the Bid Schedules or items to be ordered shall be used for developing requirements in acquiring packing and containerization services. The contractual clauses used in the solicitation, award, and administration of the contract are contained in the Federal Acquisition Regulation (FAR) and the Department of Defense Federal Acquisition Regulation Supplement (DFARS). Annual estimates need to be annotated on the Bid Schedules and a copy of Appendix BE provided to the appropriate contracting office for their coordination and preparation of the solicitation package.

a. Inspection of shipments will be performed by using DD Form 2773, Report of Contractor Services (Figure 404-1). Unsatisfactory services will be indicated by citing specific paragraphs or areas in the PWS and annotating this on DD Form 2772, Contract Discrepancy Report (CDR) (Figure 404-2). When completed, the CDR will be forwarded to the contracting office for action. The contracting officer or contracting officer representative will take action (set-off deduction, cure letter, etc.), against the contractor in accordance with FAR Clause 52.246-4, Inspection of Services-Fixed-Price.

b. Problems encountered in executing the PWS contract should be resolved by the Contracting Officer's Representative (COR), with the assistance of the contracting officer.

c. The PPSO shall base contractual requirements on both past experience and estimated future needs. The PPSO shall establish areas of performance, as required, for contracting purposes. Both population density and traffic volume shall be considered in the establishment of areas of performance.

2. PWS Contract Administration.

a. The TO is responsible for the routing and release of shipments and for arranging delivery to the line-haul carrier. Delivery to the line-haul carrier can be either by common carrier pickup at the contractor's facility or by local drayage by the contractor to the carrier's terminal. The TO will ensure contractor meets all requirements of the PWS, and is also responsible for maintaining accurate DPM contract data in TOPS.

REPORT OF CONTRACTOR SERVICES					
SECTION I					
1. INSPECTING ACTIVITY		2. CONTRACTOR NAME		3. CONTRACT NUMBER	
4. ORDER NUMBER		5. SHIPMENT INSPECTED (X as applicable)		6a. DATE (YYYYMMDD)	
RESIDENCE		CONTRACTOR'S FACILITY		OTHER	
7a. PROPERTY OWNER NAME (Last, First, Middle Initial)		8. PICKUP/DELIVERY ADDRESS (Street, Apartment Number, City, State, ZIP Code)			
b. RANK/GRADE		c. SSN			
INSTRUCTIONS: Information in Section I above is obtained from DD Form 1299. Section II will be completed during the inspection of services. Place an "A" in the box when the service is acceptable or a "U" when the service is unacceptable. When the service is not required, place an "NA" in the box. The appropriate contract paragraph number must be placed in the column marked "REFERENCE" when the service is unacceptable.					
SECTION II					
9. SERVICE		10. REFERENCE		11. SCHEDULES	
				I	II
a. Did the carrier perform a premove survey, if required?					
b. Did the contractor weigh the shipment in accordance with prescribed procedures?					
c. Was PEP&E properly weighed?					
d. Did the contractor reweigh in accordance with prescribed procedures?					
e. Was shipment picked up within agreed times on the agreed date?					
f. Was shipment delivered within agreed times on the agreed date?					
g. Do packing materials meet specifications?					
h. Were proper packing methods used?					
i. Was inventory properly prepared?					
j. Were appliances properly serviced as required?					
k. Were appliances properly unserviced as required?					
l. Were proper materials used to service appliances?					
m. Were articles properly containerized?					
n. Were articles properly loaded in the van?					
o. Were containers properly marked?					
p. Were containers properly remarked, when required?					
q. Were proper storage services provided?					
r. Were unloading services performed and were articles placed so they were readily accessible to the member?					
s. Were unpacking services performed?					
t. Was debris removed from residence?					
u. Was loss and damage recorded on a DD Form 1640 at the time of delivery?					
v. Were weight tickets, GIL, and packing lists properly completed?					
w. Were documents returned to the ITO within the required time frame?					
12. REMARKS					
13. NAME OF CONTRACTOR NOTIFIED OF DISCREPANCIES (Last, First, Middle Initial)			14. SIGNATURE OF CONTRACTOR NOTIFIED OF DISCREPANCIES		
15. NAME OF INSPECTING OFFICIAL (Last, First, Middle Initial)		16. SIGNATURE OF INSPECTING OFFICIAL		17. DATE (YYYYMMDD)	

DD FORM 2773, SEP 1998 (EG)

REPLACES MT FORM 360-R (TEST), WHICH IS OBSOLETE.

WHS/DIOR, Oct 98

Figure 404-1. DD Form 2773, Report of Contractor Services

CONTRACT DISCREPANCY REPORT				
1. CONTRACT NUMBER		2. REPORT NUMBER FOR THIS DISCREPANCY		
3. TO <i>(Contractor and Manager's Name)</i>		4. FROM <i>(Name of QAE)</i>		
5. DATES (YYYYMMDD)				
a. PREPARED	b. RETURNED BY CONTRACTOR	c. ACTION COMPLETE		
6. DISCREPANCY OR PROBLEM <i>(Describe in detail. Include reference to PWS Directive; attach continuation sheet if necessary.)</i>				
7. SIGNATURE OF CONTRACTING OFFICER				
8a. TO <i>(Contracting Officer)</i>		b. FROM <i>(Contractor)</i>		
9. CONTRACTOR RESPONSE AS TO CAUSE, CORRECTIVE ACTION AND ACTIONS TO PREVENT RECURRENCE. <i>(Cite applicable Q.C. program procedures or new Q.C. procedures. Attach continuation sheet(s) if necessary.)</i>				
<div style="border: 2px solid black; padding: 20px; display: inline-block; font-size: 48px; font-weight: bold; letter-spacing: 10px;">S A M P L E</div>				
10. SIGNATURE OF CONTRACTOR REPRESENTATIVE				b. DATE (YYYYMMDD)
11. GOVERNMENT EVALUATION <i>(Acceptance, partial acceptance, reflection. Attach continuation sheet(s) if necessary)</i>				
12. GOVERNMENT ACTIONS <i>(Reduced payment, cure notice, show cause, other)</i>				
13. CLOSE OUT				
	NAME (1)	TITLE (2)	SIGNATURE (3)	DATE (YYYYMMDD) (4)
a. CONTRACTOR NOTIFIED				
b. QAE				
c. ACO				

DD FORM 2772, SEP 1998 (EG)

REPLACES MT FORM 352-R, WHICH IS OBSOLETE.

Designed using Perform Pro, WWS/DIOR, Sep 98

Figure 404-2. DD Form 2772, Contract Discrepancy Report.

CHAPTER 405

RATES, CHARGES, AND BILLINGS

A. PURPOSE

This chapter provides:

1. Guidance and establishes procedures for the use of rates and the application of related charges in the program.
2. Procedures for cost comparisons to be used in determining the best service method and mode for shipping personal property worldwide.
3. Guidance for the solicitation and processing of one-time-only (OTO) rates, and establishes the criteria for using those rates.
4. Procedures for requesting volume movement rates and procedures to be used when a destination change is required after initial pickup.

B. PROCEDURES

1. Rate Filing. HQ MTMC and theater CINCs are the sources for all DoD rate solicitations for the movement of personal property.
2. Acceptance of Rate Filings.
 - a. General.
 - (1) Domestic rate cycles are 1 May-31 Oct (summer) and 1 Nov-30 Apr (winter).
 - (2) International rate cycles are 1 Apr-30 Sep (summer) and 1 Oct-31 Mar (winter).
 - b. Intrastate. Individual intrastate rate tenders are filed and maintained at HQ MTMC/MTPP-HR. The initial filing rate abstract is provided to the TO each rate cycle and must be posted for the carriers' review. Final rates are provided to the TO electronically.
 - c. Interstate/International. Rates are received by HQ MTMC/MTPP-HR and provided to the TO electronically.

d. European Intratheater Rates. TOs shall compare door-to-door container rates shown in 598th TTG/PPD solicited tenders of service with those ITGBL rates solicited by HQ MTMC and determine the most economical, best service method of shipment.

3. LOI Verification. Upon receipt of rates, HQ MTMC will verify LOIs with the TO prior to acceptance of carrier's rates.

4. Line-Haul Charges for a Consolidated Shipment. Refer to appropriate rate solicitation for guidance, policy, and rates.

C. COST COMPARISONS

1. General. Selection of the method of shipment generally shall be based on the member's requirements and appropriate publications of the DoD components.

2. Code/Mode Selection Guide. The Code/Mode Guide is a listing of all international traffic channels showing the lowest to the highest cost code of service. This guide provides assistance to the TOs in selecting the most economical method of shipment, and was developed to reduce the time needed by the TOs for cost analysis. The Code/Mode Guide is developed by HQ MTMC/MTPP and mailed to the TOs for each new ITGBL rate cycle.

D. ONE-TIME-ONLY (OTO) RATES

1. General. The TO shall request all OTO rates from HQ MTMC and may not solicit or accept OTO rates directly from an ITGBL carrier.

2. OTO Request Format. When the need for an OTO rate exists, the TO shall submit a message, fax, telephone (immediate response) request to HQ MTMC, Attn: MTPP-HS in accordance with procedures provided in the International Rate Solicitation. The message request format and instructions are provided in Figure 405-1.

3. OTO Rates. OTO rates are effective on the date the carrier is notified of the shipment award by HQ MTMC. Carriers normally indicate this date as the issue date of the tender. Tenders are reviewed by HQ MTMC, and administrative acceptance is noted on the tender.

E. VOLUME MOVES

1. General. HQ MTMC is the sole negotiating authority for volume moves worldwide.

2. Criteria for Requesting Volume Move Rates.

a. The TO shall request rate negotiations for a volume move when there is a confirmed group PCS or TDY move of personnel or dependents from a single origin (commuting area) to a single destination (commuting area) normally within a 90-day period. HQ MTMC reserves the right to waive the 90-day period. The estimated weight of personal property to be moved shall be a minimum of the following:

(1) Military/Civilian HHG - 200,000 net pounds, or

(2) Military/Civilian UB - 50,000 gross pounds, or

(3) TOs having special operational requirements may request a volume move for lesser tonnage (e.g., base closures, etc.).

b. Volume Move Request Format (Figure 405-2). The TO shall request each volume movement by letter or priority message at least 30 days before the scheduled pickup date for the first shipment. The original of the request shall be forwarded to HQ MTMC, ATTN: MTPP-HS, and one copy shall be furnished to the destination TO, and the appropriate MTMC component. In addition to providing the information listed in Figure 405-2, the TO shall give the reason for the volume move request (change of home port of ship, school graduation, BRAC, etc.).

c. Volume Movement Tonnage Distribution Roster (TDR).

(1) HQ MTMC shall perform a comparison of all accepted rates to determine the overall best value carrier(s). Origin TO will be notified immediately of the results.

(2) The TO shall maintain a separate TDR for volume move tonnage. Shipments shall be distributed to the best value carrier(s) that can provide the required service based upon:

(a) The percentage of tonnage that can be handled daily.

(b) The percentage of total tonnage that can be handled.

(3) TOs may continue to tender shipments to the extent of the carrier's ability to service the shipments, even though the volume may exceed the maximum percentage.

(4) When offering shipments to carriers, the TO shall consolidate shipments whenever practical.

3. Final Reports. Both the origin and destination TO shall provide a final report to HQ MTMC, ATTN: MTPP, within 30 days after completion of the volume movement. The final reports shall include the following:

a. Origin TO.

- (1) Total number of shipments
- (2) Total weight shipped.
- (3) Total charges.
- (4) Information concerning the quality of origin service provided by participating carriers.

b. Destination TO.

- (1) Total time that shipments were in SIT, reported in daily increments.
- (2) Information concerning the quality of destination service provided by participating carriers.

4. Each shipment in a volume move is scored in compliance with TQAP.

F. TRANSPORTATION AND ACCESSORIAL CHARGES

1. Statement of Accessorial Services Performed. (DD Form 619 and DD Form 619-1)

a. DD Form 619 (Figure 405-3) and/or DD Form 619-1 (Figure 405-4) will be used by the carrier to support billings for materials and services not included in the line-haul transportation, single factor rate (SFR), storage in transit (SIT), reweigh, and accessorial services provided in conjunction with delivery. The carrier's representative will prepare and submit each DD Form 619 and/or DD Form 619-1 to the member, member's agent, or TO representative for verification and signature. DD Form 619 and/or DD Form 619-1 shall be signed only after verification that materials and services specified on the form were actually provided. The member, member's agent, or TO representative will not, under any circumstances, sign a blank or partially completed DD Form 619 and/or DD Form 619-1. The only blanks that may be left void are the "unit price" and "charge" columns. The "number" block will reflect either the quantity or the word "none".

b. The carrier shall furnish the member and origin TO one copy each of the DD Form 619 and/or DD Form 619-1 itemizing accessorial services performed and materials furnished. Additionally, the carrier shall forward a copy of all subsequent DD Forms 619 and/or DD Form 619-1 prepared in connection with the shipment to the TO ordering the service.

c. All approved accessorial services shall be entered into the automated system.

2. Third Party Service. Items serviced by a third party shall be supported by an invoice stating the type of service performed. See appropriate rate solicitation for specific service or billing information.

3. Payment of Transportation and Accessorial Charges Upon Placement of the Shipment in SIT - PPGBL Termination Upon Expiration of Authorized Period of SIT. The PPGBL automatically terminates at midnight on the last day of the authorized SIT period. Payment for delivery services at Government expense after the PPGBL has terminated shall be made under local invoicing or purchasing procedures.

4. SIT Delivery and Reweigh. (DD Form 619 and/or DD Form 619-1). DD Forms 619 and/or DD Forms 619-1 submitted for services rendered at destination shall indicate:

- a. The accessorial services ordered and furnished.
- b. Receipt of the shipment by the member or the member's agent.
- c. The SIT control number applicable to the shipment.

5. Reweigh Procedures. The government shall pay for an ordered reweigh when the reweigh net weight is greater than the initial net weight or when the difference between the initial weight and the reweigh weight is less than the tolerance specified in the governing document. The carrier shall submit two copies of a completed DD Form 619 and/or DD Form 619-1 to the TO, indicating that a reweigh was requested and the service was performed. The TO shall certify the reweigh only when the reweigh weight is within the authorized tolerance. The TO shall return the original to the carrier for billing purposes. The second copy will be retained by the TO in the shipment file.

G. SHIPMENT DESTINATION CHANGES AFTER PICKUP

1. General. When a properly supported request for destination change is received, the TO shall determine the action to be taken based on the status of the shipment and the type of change required. See Domestic Personal Property Rate Solicitation, Item 140 and International Personal Property Rate Solicitation, Item 526, for the rules applicable to shipments diverted after commencement of transportation services.

2. Preparation and Distribution of Certificates of Delivery and Diversion. Figures 405-5 and 405-6 provide formats and specify the information needed to issue Certificates for Delivery from SIT and Certificates for Diversion. Certificates for Delivery from SIT and Certificates for Diversion shall be distributed as follows:

- a. The home office of the carrier shall be listed as the action addressee.

- b. All origin or destination TOs (as appropriate) shall be listed as information addressees.
- c. One copy shall be provided to the member or member's agent.
- d. One copy shall be retained by the issuing TO.

ONE-TIME-ONLY (OTO) MESSAGE REQUEST

The following format and data sequence is mandatory:

FROM: TO//

TO: CDR MTMC FALLS CHURCH VA//MTPP-HS//

SUBJECT: REQUEST FOR ONE-TIME-ONLY PERSONAL PROPERTY SHIPMENT

1. MEMBER'S NAME, RANK, SSN, MILITARY SERVICE
2. CODE OF SERVICE.
3. ORIGIN (INCLUDE CITY, STATE/COUNTRY, GBLOC).
4. DESTINATION CITY, INSTALLATION, STATE/COUNTRY, and DESTINATION GBLOC.
5. PICKUP DATE.
6. REQUIRED DELIVERY DATE.
7. ESTIMATED WEIGHT IN NET POUNDS FOR HOUSEHOLD GOODS AND GROSS POUNDS FOR UNACCOMPANIED BAGGAGE.
8. DATE OTO INFORMATION IS REQUIRED FOR BOOKING PURPOSES.
9. ROUTING FOR CODE 5/T SHIPMENTS.
10. LIST SUSPENDED CARRIERS.
11. REMARKS (INCLUDE INFORMATION, I.E., SHIPMENT PACKED AND CRATED, SHIPMENT IN NTS, USE OF SPECIFIC AGENTS AT ORIGIN OR ANY OTHER UNUSUAL CIRCUMSTANCES).

Figure 405-1. OTO Message Format

VOLUME MOVE REQUEST FORMAT

The following is a sample of the format and data sequence of volume move request.

1. *(Number of individual shipments.)*
2. *(Estimated weight of each shipment.)*
3. *(Estimated total weight of all shipments.)*
4. *(Date first shipment is to be moved.)*
5. *(Anticipated date last shipment is to be moved.)*
6. *(Shipping officer controlling volume movement, city, state/country of origin, and destination (including approximate mileage of any commuting area).)*
7. *(Full business name and SCAC code of all carriers (not agents) qualified to serve the origin and destination points.)*
8. *(Estimated weight that may require SIT at origin/at destination.)*
9. *(Lowest current applicable transportation rate.)*
10. *(Local pack and crate and overflow rates (international movements only).)*

Figure 405-2. Volume Move Request Format.

STATEMENT OF ACCESSORIAL SERVICES PERFORMED										Form Approved OMB No. 0704-0022 Expires Oct 31, 2001	
This form is required only when accessorial services are chargeable to the Government. Carrier will enter complete information or "None" in columns. "Unit Price" and "Charge" columns may be omitted when charges are itemized on the Standard Form 1113.											
The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0022), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.											
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.											
1. GOVERNMENT BILL OF LADING NUMBER		2. DATE OF PICKUP AT ORIGIN (YYYYMMDD)		16. ACCESSORIAL SERVICES							
3.a. NAME OF OWNER (Last, First, Middle Initial)		b. SSN		c. RANK OR GRADE		4. ORIGIN OF SHIPMENT		5. DESTINATION OF SHIPMENT		6.a. ORDERING ACTIVITY/INSTALLATION NAME	
7.a. NAME OF CARRIER		b. NAME OF AGENT (Last, First, Middle Initial)		8. SIGNATURE OF CARRIER'S REPRESENTATIVE		9. DATE (YYYYMMDD)		10. CARRIER'S SHIPMENT REFERENCE NO.		11. AGENT OR DRIVER CODE	
12. PROFESSIONAL BOOKS, PAPERS AND EQUIPMENT (PBP&E) INCLUDED IN SHIPMENT (If not included, write "None".)		LBS.		13. STORAGE-IN-TRANSIT (SIT)		a. STORED AT (1) CITY (2) STATE		b. SIT SERVICES PROVIDED AT (X one)		c. SIT SERVICES PROVIDED AT (X one)	
d. IN		e. ORDERED OUT		f. DELIVERED OUT		g. NUMBER OF DAYS		h. NET WEIGHT		i. NET WEIGHT	
j. REQUESTED DELIVERY DATE (YYYYMMDD)		k. SHIPMENT ORDERED INTO AND OUT OF SIT ON DATES INDICATED AND AUTHORIZED BY SIT CONTROL NO.		l. WAS STORAGE POINT FOR CARRIER'S CONVENIENCE (X one)		YES		NO		17. REMARKS	
14. REWEIGH CERTIFICATION (If applicable)		a. NUMBER		b. ORIGINAL GROSS		c. REWEIGH GROSS		d. ORIGINAL TARE		e. REWEIGH TARE	
f. ORIGINAL NET		g. REWEIGH NET		15. APPLIANCES SERVICED (Owner/Agent must initial each entry separately.)		a. TYPE		b. MAKE/MODEL NO./MANUFACTURER		c. OWNER/AGENT INITIALS	
18. STATEMENT OF OWNER, MILITARY INSPECTOR/TRANSPORTATION OFFICER		a. MATERIALS WERE FURNISHED/ACCESSORIAL SERVICES WERE PERFORMED		b. SIGNATURE (Do not sign until Carrier has completed column 16(2).)		c. DATE SIGNED (YYYYMMDD)		19. TRANSPORTATION OFFICER CERTIFICATION. I CERTIFY THAT SHIPMENT SERVICES WERE ACCOMPLISHED AS SHOWN BELOW.		d. DATE SIGNED (YYYYMMDD)	
(1) ACCESSORIAL SERVICES (Listed in Item 16)		(2) STORAGE-IN-TRANSIT		(3) REWEIGH CERTIFICATION		(4) THIRD PARTY SERVICES		(5) BULKY ARTICLE CHARGE		(6) WAITING TIME	
(7) UNPACKING SERVICE (Baggage only)		(8) OVERTIME LOADING/UNLOADING CHARGE		(9) OTHER (Specify)		b. SIGNATURE OF TRANSPORTATION OFFICER		c. TITLE (Print or type)		d. DATE SIGNED (YYYYMMDD)	

DD FORM 619, OCT 1998 (EG)

PREVIOUS EDITION IS OBSOLETE

Figure 405-3. DD Form 619, Statement of Accessorial Services Performed.

STATEMENT OF ACCESSORIAL SERVICES PERFORMED (STORAGE-IN-TRANSIT DELIVERY AND REWEIGH)				<i>Form Approved</i> OMB No. 0704-0022 <i>Expires Oct 31, 2001</i>	
The public reporting burden for this collection of information is estimated to average 5 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0022), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.					
PLEASE DO NOT RETURN YOUR FORM TO THE ABOVE ADDRESS.					
DISTRIBUTION: 1. ORIGINAL COPY TO CARRIER. 2. COPY TO PROPERTY OWNER. 3. ADDITIONAL COPIES MAY BE MADE FOR CARRIER'S USE.					
1. GOVERNMENT BILL OF LADING NUMBER		2. DATE OF PICKUP AT ORIGIN (YYYYMMDD)		13. STORAGE-IN-TRANSIT (SIT)	
3.a. NAME OF OWNER <i>(Last, First, Middle Initial)</i>		b. SIT SERVICES WERE PROVIDED AT <i>(X as applicable)</i>		DESTINATION <input type="checkbox"/> OTHER <input type="checkbox"/>	
b. SSN		c. RANK OR GRADE		c. DATE IN (YYYYMMDD) d. DATE OUT (YYYYMMDD) e. NUMBER OF DAYS f. NET WEIGHT	
4. ORIGIN OF SHIPMENT		5. DESTINATION OF SHIPMENT		g. THIS SHIPMENT WAS ORDERED INTO AND OUT OF SIT ON DATES INDICATED HEREON AND AUTHORIZED BY SIT CONTROL NUMBER:	
6.a. ORDERING ACTIVITY/ INSTALLATION NAME		b. LOCATION		SIT IN EXCESS OF 90 DAYS WAS AUTHORIZED (X) <input type="checkbox"/> YES <input type="checkbox"/> NO	
7.a. NAME OF CARRIER		b. NAME OF AGENT <i>(Last, First, Middle Initial)</i>		h. SIGNATURE OF TRANSPORTATION OFFICER i. DATE (YYYYMMDD)	
8. SIGNATURE OF CARRIER'S REPRESENTATIVE		9. DATE (YYYYMMDD)		14. REWEIGH CERTIFICATION	
10. CARRIER'S SHIPMENT REFERENCE NO.		11. AGENT OR DRIVER CODE		a. ORIGINAL GROSS b. REWEIGH GROSS c. ORIGINAL TARE d. REWEIGH TARE d. ORIGINAL NET e. REWEIGH NET	
12. REMARKS		f. THIS SHIPMENT WAS ORDERED FOR REWEIGH AND SERVICES WERE ACCOMPLISHED AS SHOWN ABOVE.			
		(1) SIGNATURE OF TRANSPORTATION OFFICER		(2) DATE (YYYYMMDD)	
		15. ADDITIONAL SERVICES		(1) NUMBER (2) UNIT PRICE (3) CHARGE	
		a. LABOR - NUMBER OF MAN-HOURS <i>(Describe services in "Remarks")</i>			
		b. PIANO/ORGAN OR EXCESS CARRY SERVICES			
		c. OTHER <i>(Describe in "Remarks")</i>			
16. CONSIGNEE'S STATEMENT OF DELIVERY AND LOSS OR DAMAGE Notice is hereby given to the carrier to whom this statement of accessorial services performed is surrendered that the shipment was received in condition as shown below and that claim, if any, will be made for the value of such loss and/or damage as indicated.					
a. DESCRIPTION OF LOSS OR DAMAGE				b. ACTUAL OR ESTIMATED WEIGHT	
17. WAIVER Unpacking and removal of packing material, boxes/cartons, and other debris is hereby waived.		a. INVENTORY NUMBERS		b. SIGNATURE	
18. CERTIFICATION. I have received the property described on this form:					
a. FROM <i>(Name of Transportation Company)</i>		b. AT <i>(Actual Point of Delivery)</i>		in apparent good order and condition except as noted above.	
c. SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT				d. DATE OF DELIVERY (YYYYMMDD)	

DD FORM 619-1, OCT 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Figure 405-4. DD Form 619-1, Statement of Accessorial Services Performed.

SAMPLE MESSAGE

CERTIFICATE FOR DELIVERY FROM STORAGE IN-TRANSIT (SIT)

FROM: CPPSO NORFOLK VA// *(First Destination PPSO)*

TO: NORTH AMERICAN VAN LINES// *(Carrier Tendered Shipment)*

INFO: ABC WAREHOUSE INC// *(SIT Facility)*

416BMW GRIFFISS AFB NY//LGTT// *(Origin PPSO)*

CDR USAARMC FT KNOX KY//DIO-TRANS// *(Second Destination PPSO)*

UNCLAS

SUBJECT: CERTIFICATE FOR DELIVERY FROM STORAGE IN-TRANSIT (SIT)

1. SHIPMENT INFORMATION:

A. PERSONAL PROPERTY SHIPMENT OF: (Member's Name) , (Social Security Number) ,
 (Member's Rank) , TENDERED TO GBL NO. (GBL Number) , (Code Number) , TO
 (Name of Carrier & SCAC) , BY PPSO AT (Origin PPSO) .

B. PLACED IN SIT ON (Date) AND ORDERED OUT ON (Date) FROM (SIT Facility) , SIT
NUMBER (Number) , TO BE DELIVERED TO (City & County of Final Destination) .

C. SIT USED AT FIRST DESTINATION: (Number of days at first destination) ; REMAINING SIT
AUTHORIZED: (Authorized days remaining) .

2. NO OTHER GBL WILL BE ISSUED. ALL CHARGES WILL BE COMPUTED IAW DELIVERY FROM
SIT RATE CONTAINED IN APPLICABLE MILITARY BASIC TENDER SUPPORTED BY DD FORM 619.

3. AUTHORIZING OFFICIAL:

Drafter Typed Name, Title, Office Symbol, And Phone

Typed Name, Title, Office Symbol, And Phone.

Figure 405-5. Sample Message, Certificate for Delivery from SIT.

CERTIFICATE FOR DIVERSION

FROM: JPPSOWA FT BELVOIR VA// (*Requesting PPSO*)

TO: ABC MOVING AND STORAGE INC// (*Carrier Tendered Shipment*)

344 OAK STREET NEWTON MI 48217//

INFO: NAS MAYPORT FL// (*New Destination PPSO*)

NAF SIGONELLA SICILY// (*Origin PPSO*)

UNCLAS

SUBJECT: CERTIFICATE FOR DIVERSION//

1. THE PERSONAL PROPERTY SHIPMENT: (*Member's Name*) ; SSAN: (*Member's SSAN*) ; RANK: (*Rank*) . TENDERED ON GBL NUMBER: (*GBL Number*) , TO (*Name of Carrier & SCAC*) , BY THE PPSO AT (*Origin*) , ON (*Pickup Date*) , WITH DESTINATION OF (*Destination*) , WAS DIVERTED AT (*Diversion Point*) , ON (*Diversion Date*) TO (*New Destination*) , WITH A NEW RDD OF (*New RDD*) .
2. (*Identify letter or other authority or reason for diversion and new RDD, e.g.,*) MODIFIED PCS ORDERS, DATED 20 JUL 92, ARE AUTHORITY FOR DIVERSION.
3. NO OTHER PPGBL WILL BE ISSUED. ALL TRANSPORTATION COST, DIVERSION CHARGE, AND ADDITIONAL COSTS, IF ANY, WILL BE COMPUTED IN ACCORDANCE WITH APPLICABLE RATE SOLICITATION AND CHARGED TO THE APPROPRIATION SHOWN ON THE ORIGINAL PPGBL.
4. AUTHORIZING OFFICIAL:

Drafter Typed Name, Title, Office Symbol, Phone

Typed Name, Title, Office Symbol, and Phone

Figure 405-6. Sample Message, Certificate for Diversion.